



REDLANDS EAST VALLEY HIGH SCHOOL

REDLANDS UNIFIED SCHOOL DISTRICT

ATTENDANCE CHECK-OUT PROCEDURES

CLOSED CAMPUS

Redlands East Valley High School is a closed campus during instructional hours. Once entering campus, all students are to remain on campus for the remainder of their educational day. Students are not allowed to leave campus for lunch or for any other reason without checking out through the Attendance Office. Failure to properly check out will result in being placed on the No-Go List. Multiple violations will result in additional disciplinary consequences. Any student who leaves campus without permission is subject to search for contraband.

Students may not leave campus during school hours for any reason without following a check-out procedure listed below.

1. **PARENT/GUARDIAN IN-PERSON**: A parent or guardian comes to the REV office to present a valid ID and check their student out through the Attendance Office. The student will be summoned to the office to meet their parent/guardian.

TWO-FACTOR VERIFICATION

2. **HAND-WRITTEN NOTE + PHONE CALL**: The student brings a note signed by a parent or legal guardian to the REV Attendance Office PRIOR to the leave time stipulating the date, time the student must leave, and reason for the excuse. Parents will be contacted to confirm the note's validity, or a parent/guardian may preemptively call the Attendance Office to confirm the note's validity. Once the Attendance Office has confirmed the validity of the note, the student must check out through the Attendance Office before leaving at the requested time. Notes should be provided days or hours in advance whenever possible.

OR

3. **EMAIL + PHONE CALL**: The parent or guardian sends an email from their email address on file in Aeries Parent Portal to the REV Attendance Office PRIOR to the leave time stipulating the date, time the student must leave, and reason for the excuse. Parents will be contacted to confirm the message's validity, or a parent/guardian may preemptively call the Attendance Office to confirm the message's validity. Once the REV Attendance Office has confirmed the validity of the message, the student must check out through the Attendance Office before leaving at the requested time. Email messages should be provided days or hours in advance whenever possible.