



COPE MIDDLE SCHOOL

A California Gold Ribbon School

Dr. Stephanie Lock
Principal

Chris Ruhm
Assistant Principal

Student Sign-Out Procedure (early check out):

Please follow the procedure below if you need to sign out your child early:

1. Send a hand-written note to school with your child. The note should include the date, time, and reason you would like to pick up your child. Please sign the note and include a telephone number where you can be reached. The student should take the note to the Attendance Office before school starts. We will issue a pass for your child to leave class and meet you in the office, however a parent will need to come into the office to pick the child up. Important: If someone other than a parent needs to pick up the student, the person must be listed on the emergency release card and be at least 18 years old. Be sure to include the person's name in your note and instruct the person to show their ID to our staff.
2. If you are unable to send a written note to school with your child, please call the school at least one hour before you need your child. This will enable us to send a pass to the student with the least amount of interruption to the classroom.
3. Please understand it may take a few minutes to locate your child and get him/her to the office. We will make every effort to have your child in the office waiting for you. Following the procedures above will help expedite your request.