Staff Leaving Policy

If you have to leave for any reason during school hours you MUST come to the KATC office to get permission and sign out. Once you return, please come sign back in!

This is a new policy this year. We need to make sure we have record of who is on our campus at all times to keep everyone safe in case of an emergency. It also helps your co-teacher/assistant if we know that they are alone with the class.

Thank you for helping us implement this policy!