

P6-02-007 Early Dismissal

Although early dismissals are discouraged except under extenuating circumstances, dismissal from school before the end of the day can be approved under the following circumstances:

1. When a written request from **a parent or/ legal** guardian has been received in advance of the dismissal time. The request must state the reason for leaving, the exact time of dismissal and the mode of transportation to be used by the student. The request must be approved by the principal or ~~his~~ **the principal's designee** representative. High school students who have prior approval for an early dismissal need to sign out.
2. When a parent ~~or/~~ **legal** guardian comes to the school office and requests the release of his child and the student is called to the school office to meet the parent/**legal guardian** and a record of the early dismissal is signed by his parent/**legal guardian**.

Principals shall not release a student during the school day to any person not authorized by the student's parent/**legal** guardian. Students shall be released only on request and authorization of parent ~~or/~~ **legal** guardian. A formal **dismissal protocol** ~~check-out system~~ shall be maintained in each school.

Principals are expected to consult with parents/ ~~and/or~~ **legal** guardians when patterns of excessive early dismissals are noted.

Last Revised November 1999

Refer to Policy and Regulation 6-02-005 "Absences and Excuses"

Refer to Policy and Regulation 7-08-008 "Make-up Work (Grades K-12)"