

6.15 STUDENT DISMISSAL PRECAUTIONS

The Board of Education recognizes that compelling circumstances will require that a student occasionally be late to school or be dismissed prior to the end of the school day. However, no staff member shall 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 or a person specifically designated by him/her to exercise that authority.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. When a request originates from a person other than the custodial parent, the principal or his/her designee shall contact the custodial parent to obtain permission.

Additional precautions shall be taken by the administration which are appropriate to the age of students and as needs arise.

The Board shall require that the school be notified in advance of any late arrivals or early dismissals by written request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principals and may include:

- A. Medical and dental appointments;
- B. Medical disability;
- C. Motor vehicle driver's test;
- D. Interview for college entrance;
- E. Family emergency;
- F. Court appearance;
- G. Principal's discretion.

No student shall be released from school to anyone whose signature authorizing such custody is not on file in the building.