



Book	Policy Manual
Section	200 Pupils
Title	Student Excusal/Early Dismissal
Code	204.1
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GUIDELINES

Students may not leave the school before dismissal time unless the school administration has received a written parental/guardian request that they be allowed to do so. The request must include the student's name, date, time, reason for request, parental/guardian signature, and a telephone number at which the parent/guardian can be reached. All other arrangements, such as granting permission for the student to drive, must be indicated on the early dismissal request. In the case of an elementary student, the request will be honored only if the parent/guardian and/or parent's/guardian's designee comes to the school to pick up the child at the requested time of release.

Excused absences shall be in accordance with school district policy.[1] Each school shall set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands.

No student may be released on the basis of an unvalidated telephone call.

Students Unauthorized Releases

Children of divorced or estranged parents may be released from school only with the permission of the parent and/or person who has legal custody or de facto custody of the student. Such permission, which should always be in writing, should be addressed to the school principal, not to an individual teacher. A copy of the permission slip should be filed in the Principal's office.

If there is a dispute concerning which parent/guardian or parent's/guardian's designee has custody of the student, the Superintendent should be contacted, but if s/he is unavailable, then the school district's solicitor may be contacted.