

STUDENT RELEASE PRECAUTIONS

Pupils may be excused from the school only by the Principal or by a staff member to whom the Principal has delegated this responsibility.

At the elementary level, when a student is to be dismissed, the parent, guardian or designee is required to pick up the child and sign a log book in the school office.

At the secondary level, the student must present a note from the parent or guardian stating the reasons for school dismissal and the time to be dismissed consistent with procedures in effect for that school.

Any dismissal of students for activities or appointments which can be conducted outside of school hours is strongly discouraged.

A student may not be sent home as a means of punishment, except when suspended by the Principal or designee and in all cases after the parent has been notified. In cases where a student has reached the age of majority, the notification requirement may be waived.

Parents or guardians must notify the school in advance of any change to a student's normal dismissal routine:

- If an unfamiliar person comes to pick up the student, office staff must check the student information system to ensure that person is a designated person and then check individual's identification.
- If a parent or guardian requests any persons not previously designated for pick up to pick up their child, the staff in the office must check the individual's identification.

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