

## **Early Dismissal**

It is the expectation that once a student arrives at school each day, he/she will remain in school until the end of their last scheduled period. In the event that a student needs to leave school early, the following guidelines (from the District Attendance Policy) apply:

Each early dismissal will be recorded as excused or unexcused along with a code noting the specific reason for leaving. Excused early dismissals are defined as:

- Early Dismissal due to personal illness\*
  - Student must be seen by a school nurse and must be dismissed through the Nurse's Office in order to be coded as "Excused".
- Illness or death in the family
- Medical appointments that cannot be scheduled outside the school day\*
  - Will be coded as "Unexcused" unless the parent or student submits an official note from the medical practitioner's office following the appointment.
- Religious observance
- Required court appearances

All early dismissals must be accounted for. It is the parent's/guardian's responsibility to notify the school attendance office on the morning of the early release AND to provide proper documentation upon the student's return to school. Students that leave school early are encouraged to make up tests, quizzes, complete assignments, and submit homework. Students should meet with their teachers to arrange for missed work.

Please note that no student will be released to anyone other than those persons listed in their emergency contact information. Please be sure to check and update it online on the parent portal. Additionally, only seniors with parking privileges that are parked in the student parking lot may leave from school grounds after all the other early release guidelines have been followed. The high school reserves the right to not allow students to leave in their vehicle if there is concern about their ability to operate a motor vehicle in a safe manner.

Please also note that students should not be texting or contacting their parent/guardian via cellphone to pick them up, especially if the student is feeling ill prior to coming to the Main Office, Health Office, and/or Attendance Office. Students should be requesting a pass to see the nurse who will then evaluate and make a record of the visit. After further evaluation, a call may be made to the home to recommend an early release.