

Early Dismissal Procedure

Early dismissals or late arrivals

Parents are strongly urged to make doctor and dentist appointments outside of school hours. If students must miss school, all school work missed during such absences will be made up under the guidelines established by the individual classroom teacher. If students are leaving school early for an appointment, the students must bring a written request from home stating the reason and time for the early dismissal. The note needs to be brought to the office by the student prior to the start of school. If someone other than a parent will be picking up the student this needs to be stated in the note. Students should be picked up through door #1 and a parent needs to sign the student out in the office. A parent does not need to walk a student in to the office upon returning from an appointment. The student must bring the doctor/dentist note with them when they return from the absence to be doctor/dentist excused.

STUDENTS ARE NOT TO LEAVE THE BUILDING WITHOUT PARENTAL PERMISSION AND ATTENDANCE CLERK NOTIFICATION.

Note: Students must be in attendance from 10:50 until the conclusion of the day to participate in extracurricular activities and /or athletic events.