

All school personnel are to be instructed to refuse requests for children to leave the school grounds once they have arrived until the time of their departure for home, except as follows:

- a. No school or class will be dismissed before the regular dismissal, except with the approval of the Office of the Superintendent of Schools.
- b. No teacher will permit any individual pupil to leave school prior to the regular dismissal, except by permission of the Principal or designee.
- c. No student will be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home. Any student being released during the school day must be released through the school office when he or she leaves and must report to the office when he or she returns, except students who are ill may be released through the nurse's office. Students will be released only when authorized by the parent or guardian. Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parent or guardian.

Law Reference:

Appendix Reference:

Date Adopted: September 7, 2004

Revision Dates: September 7, 2004, March 7, 2005

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