

STUDENT DISMISSAL AND TARDINESS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal.

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.

Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise.

Justifiable reasons shall be determined by the building administrator. Student absences and tardiness shall be determined in accordance with the timeframes established in each District school's student handbook.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student shall be released to anyone whose signature authorizing such custody is not on file in the building.

LEGAL REFS: R.C. 3313.20, 3313.64

Adopted: September 13, 2016