

### **STUDENT DISMISSAL PRECAUTIONS AND TARDINESS**

No staff member shall excuse any student 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 student 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 student shall be honored only if the caller can be positively identified as the student's parent or guardian.

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

Student absences and tardiness shall be determined in accordance with the timeframes established in each School's student handbook.