

**STUDENT DISMISSAL PRECAUTIONS 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. Students shall only be released into the custody of their parents or an approved person. Students who are released from school as part of a disciplinary matter shall only be released into the custody of their parent or guardian.

Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise. The building principal shall determine the procedure for early dismissal and tardy arrival of students in consultation with the Superintendent.