



STUDENT DISMISSALS

In efforts to decrease classroom interruptions, we will be requiring the following dismissal procedures:

Student *must* give homeroom teacher a signed and dated note from the parent before homeroom is over.

The note needs to state what time he/she will be dismissed. Please allow 10-15 minutes extra on your request for students to gather homework and belongings. *Example:* If you need to pick your child up at 1:00, please put a release time on your note of 12:45.

The teacher will give the student a dismissal slip allowing him/her to leave the class at the stated time.

Student will be waiting in the lobby for a parent or guardian to come in and sign them out at the sign-out window using a photo ID as required. Please remember we cannot release a student to anyone who we do not have written permission from a parent/guardian.

Our goal is to cut down on the number of intercom interruptions into the classrooms. If your student does not have an early dismissal note, we will ask an available "OFFICE HELPER" to physically go to the classroom and retrieve your student. Please understand this will undoubtedly delay the dismissal. Your cooperation in this matter will be greatly appreciated. Thank you.