

Category:	Procedure:	
Students	Release During School Hours	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-170	June 1997	October 2001

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Release during school hours – Under no circumstances is a student allowed to leave school during regular school hours unless the student has presented a proper written request from his/her parent or guardian to the principal and the principal approves the parent and/or guardian's request.

The student or parent/guardian must present the written request for early student dismissal to the principal or assistant principal before the beginning of the regular school day.

Written requests, presented to the principal, must include a telephone number where a parent/guardian can be reached for verification of the request for student's early dismissal.

The principal or assistant principal shall verify all written requests for student's early dismissal before approving the request.

No student shall be allowed to leave school solely on the basis of a telephone call. If a parent/guardian calls to make a request for a student to leave school, the parent/guardian must come into the school to verify that he/she has given permission for the student to leave school early, before the principal will allow the student to leave.

Early Student Dismissal for Hardship and Private Lessons. Please see School Board Policy "J-170".

Students involved in work-based learning programs may be allowed to have early release from school according to the procedures established for those programs under work-based learning guidelines.