

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**STUDENTS
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EARLY DISMISSAL

Board of Education policy requires that the following guidelines be followed for early dismissal of any student:

- A. Only principals may release a student from school before the end of the school day.
- B. Principals may release students before the end of a school day only upon presentation of a written or face-to-face request from the child's parent or for emergency reasons.
- C. Requests for early dismissal should be submitted to the principal as early in the school day as possible.
- D. Students may be released only to a parent, or to a properly identified person authorized to act on their behalf.
- E. A student may be released "on his/her own" only with verified parental permission.
- F. Whenever a student travels from his/her school to another school for lessons or to clinics, etc., during school hours, signed permission must be obtained from the parent before such trips are approved by the principal.

Approved: 8/18/04