

Haverhill School Committee
Policy JLIB

STUDENT DISMISSAL PRECAUTIONS

Elementary/Middle School:

No students shall be dismissed before the close of school except upon the request of the parent or guardian (in person or in writing, appropriately identified) or except in cases of illness or emergency.

It is extremely important that request for dismissal actually comes from a parent or guardian. Although it is necessary for the teacher and principal to use discretion in caring for any situation not covered by rules, the following stipulations are to be observed carefully:

Any request over the telephone supposedly from a parent should be verified by calling the home number again before dismissing. Children should not be allowed to take such requests over the telephone without verification by an appropriate staff member. In case of written notes, the handwriting should be verified by comparison with signatures on report cards and other evidence. No student will be allowed to leave school with anyone that is not known to be a proper person, nor shall a student leave school without the expressed authorization of the school nurse or principal (or designee).

It is the responsibility of the parent/guardian to provide the school with a copy of any existing restraining order against a parent in order to prevent attendance/dismissal problems. The schools must also be notified of any change in status of a restraining order.

High School:

Students who wish to be dismissed some time during the school day must bring a note from their parent/guardian and take it to the assistant principal before school. The assistant principal will then issue an official dismissal slip. Half of the slip will be kept by the assistant principal and the other half will be given to the student to show to the teacher in charge of the room at dismissal time. The student will leave the dismissal slip in the main office before leaving the building.

Only in case of illness or emergency will dismissals be granted during the day without presentation of a note from home before school. In this case, a note must be brought the following morning, signed by a parent or guardian, stating the time the student arrived home. Any student who leaves the building without being properly dismissed by school administration or the school nurse will be considered truant. Students are not to go home for absence notes or any other errands during school hours. Students who have study

periods must not request dismissals because of that fact. Study periods can and should be used for preparation of lessons.

