

**STUDENT DISMISSAL PRECAUTIONS**

No staff member shall excuse any student 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 principal.

The principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent/guardian. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. In the case of an 18-year-old student not living at home, the request for early dismissal and/or acknowledgement of suspension may be from that student. This request must be in writing.

Cross Ref.: 435-Rule (1), Procedures for Dismissing Students During the Day  
882, Relations with Police Authorities  
491, Non-Custodial Parent Rights

Adopted: 12/13/82

Revised: 5/11/92  
March 1994  
March 2002

Waunakee Community School District