

Policies of the Board of Education

Series 400: Students

DISMISSING STUDENTS DURING THE DAY

435-Rule (1)

Permission to Leave School

- 1) Parental permission and school authorization is needed before a student may leave school prior to school dismissal.
- 2) To receive this permission and authorization, the student must obtain a "Permit to Leave Building" pass from the school office or high school attendance office before school in the morning. Students shall be released into the custody of their parent/guardian or other authorized person.
- 3) The permit is obtained by presenting a dated note from the parent/guardian indicating the time the student needs to leave school. Parents/guardians may also contact the school by phone or come to the school for their student.
- 4) Students must sign out in the school office or high school attendance office at the time they leave with their parents/guardians.

Accidents and Illness

- 1) Students who become ill while in school are to report to the school office with a pass or a note from their teachers.
- 2) Students who need to leave school because of an accident or illness will be dismissed through the office after parents/guardians have been contacted.

Legal Ref.: Section 118.15 Wisconsin Statutes
118.16

Cross Ref.: 430-Rule (1) Attendance Procedures
882 Relation with Police Authorities
491 Non-Custodial Parent Rights

Adopted: 1/15/90

Revised: March 1994
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Waunakee Community School District