

## STUDENT DISMISSAL PRECAUTIONS

During the school day, students may be excused from class only with the permission of the building principal/designee.

No teacher shall permit any student to leave the school grounds, prior to regular dismissal, to perform an errand or to act as a messenger or in any other capacity without the approval of the building principal/designee.

Permission to leave the school grounds, except in an emergency, shall not be approved without the consent of the parent or guardian of the student.

Principals shall provide for the keeping of a written record of students arriving or leaving during school hours.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

LEGAL REF.: ORC 3313.20

CROSS REF.: JEE, Student Attendance Accounting (Missing and Absent Children)