

EARLY DISMISSAL

Parents should make every effort to schedule medical and other appointments after school hours and keep disruptions of the student's school time to an absolute minimum. If a student must leave during the day, the parent should:

- Send a written note of explanation to the teacher
- Go to the office at the appropriate time and ask that the student be called down
- While waiting, sign the check-out sheet

Students who are not in attendance for at least 3 hours 31 minutes (more than half the school day) due to tardiness/early dismissal are counted absent for the entire day.