

Dismissal by Telephone Procedures

Students should bring in an original written note for check out. In the event of an emergency-students can be checked out via the phone with the following these procedures:

1. School personnel will request name, relationship and phone number of the person requesting that a student be dismissed early from school.
2. The parent will be referred to the school nurse if the child is reported by the parent as **being ill**. The school nurse will then determine how the child can be dismissed.
3. **If contact** with the enrolling parent or guardian is **successful** and the enrolling parent/guardian approves the checkout request, then the student **can be checked out**.
4. **If contact** with the enrolling parent/guardian is **unsuccessful**, then the student **cannot be checked out**.