

## STUDENTS

## ADMISSION AND ATTENDANCE

§8-19      Dismissal During the School DayA.      General

Students are expected to be in attendance every day for the entire school day. Parents are encouraged to arrange appointments, trips or other activities so their children do not miss instructional time.

Principals are authorized to approve occasional dismissals for good reason under paragraph B. No student may be regularly dismissed unless a waiver has been granted by the Division Superintendent, or his or her designee under paragraph C.

B.      Occasional Dismissals

Students may be dismissed during the school day by principals only for one of the reasons listed in Policy §8-17 for excused absences and only after approval of a parent or other person having legal control of the student has been obtained in one of the following ways:

1.      a written excuse presented in advance
2.      personal appearance at the school to pick up the student
3.      a school-initiated telephone call

Students who are 18 years of age or over are presumed to have legal control of themselves and may be dismissed under this paragraph upon presentation of a signed written request.

C.      Regular Dismissal

A waiver of the requirement that students be in attendance for the entire school day may only be granted by the Division Superintendent, or his or her designee upon recommendation of the principal.

## STUDENTS

## ADMISSION AND ATTENDANCE

§8-19      Dismissal During the School Day (continued)

Any student desiring to apply for such a waiver shall obtain a request form from the principal and return the same to the principal. Parental consent is required for all such waivers. If the request is for employment, a statement from the employer certifying employment must accompany the request. If the request is based upon family needs, a statement of such need from the parent must accompany the request.

The principal is responsible for investigation and certification of the reasons for request for waivers and shall make a recommendation to the Division Superintendent, or his or her designee on the request form. The request form and accompanying documentation shall be forwarded to the Division Superintendent, or his or her designee for approval or disapproval.

There is no right of appeal of the Division Superintendent's, or his or her designee's decision to the School Board.

Adopted: 7/10/84  
Revised: 6/22/93  
Current Revision: 1/8/02  
Confirmed: 2/28/12