

## Page High School Early Dismissal Information

Any student requesting an early dismissal must present a note signed by his parent/guardian in Front Office by 7:50.

All notes should contain the date, specific reason for leaving, the parent/guardian's signature, and the parent/guardian's daytime phone number. The parent/guardian will be contacted to verify the note prior to student release and students will be given a pass for dismissal to the office at the appropriate time. When the student returns, he/she should submit an official statement from the professional involved citing the date and time of the appointment. Students must sign out. No phoned-in requests will be honored due to security issues. A parent or guardian must come to the school to have a child released if request is not submitted prior to 7:50 AM. Parents are urged to schedule dental and medical appointments outside school hours.

A student who becomes ill during the day should report to the school nurse in room 501 with a signed note by the teacher of his/her class. The student's parents will be contacted to make arrangements for the student's care. **Any student being dismissed for illness must see the nurse in order to be excused.**

No student shall be sent from the school during school hours to perform an errand, retrieve forgotten items, or act as a messenger, except with the approval of the principal and the consent of the student's parent or guardian. Errands are considered an unexcused absence.

In an effort to preserve instructional time and minimize classroom disruption, students will remain in class until the next class change if a note is not provided in advance. **Students leaving without following the procedures of an early dismissal will be considered skipping and will face disciplinary action.**