

# Franklin Special Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>10/14/13</b>
		Rescinds: <b>6.208</b>	Issued: <b>09/14/98</b>

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students shall be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request or personally call for dismissal.
4. Children of estranged parents will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. All late arrivals and early dismissals will be recorded in the school office on a sign-in/sign-out log.

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