



Early Dismissal Procedure

- Early dismissals will not be granted after 2:30pm.
- Early Dismissals are discouraged except for emergencies
- The school will honor medical/dental appointments and extreme emergencies
- Parents must write a not for the office specifying the date, time, and reason for the request
- Students are responsible for bringing the note to the Main Office the morning of their early dismissal
- The students will then be given a pass to come to the Main Office at the designated time of departure
- The main office will contact the parent to verify the early dismissal
- If the parent is unable to reach the parent to verify the early dismissal, the student could be refused permission to leave
- When picking up a student, the parent must call the main office and let them know they are outside and the main office will call the student and the student will report to the office before meeting the parent at the main entrance.
- Student will be allowed to leave with another parent or relative if a note is presented to the administration and parental approval is confirmed.

- Class cannot be disrupted to call students down to the main office on the intercom. Failure to follow these guidelines will result in an unnecessary delay picking up your child.
- It is against Greenfield School policy for students to use their cell phones during the school day, so we remind students and parents that either the nurse or the main office will allow students to make calls on office phones to their parents.
- Students who leave school without administrative or parental permission will be considered truant, out of area and may face severe consequences. Parents will be notified.
- We want to keep your child safe at the end of a very busy school day. If it is after 2:30 PM and you have not previously sent in a written letter, we ask that you wait until dismissal at 3:10 PM outside the building. We will not call students to the office after this time or **RELAY ANY MESSAGES TO THEM DURING THIS TIME!!!** Please make sure your child's teacher is aware of the dismissal plan for your child. A written notice in advance is the best way to keep your child safe.
- It also the responsibility for the student to get all classwork and homework they may have missed and turn it in to the next day