

RICHNECK DISMISSAL POLICY

In an effort to eliminate excessive classroom interruptions, please be advised of the following policy regarding early dismissal:

- 1. Please send a NOTE** with your student when he/she is going to be picked up early for any reason. We will call him/her to the office when you arrive and have shown your I.D.
- 2. No “Call Ahead” Dismissal:** In the event that a note is not sent in advance, or a last minute appointment is made, a student will only be called from his/her class when the parent/guardian has arrived on site to pick up. Students will not be removed from class prior to a parent/guardian being in the office for pick up.
- 3. Call Down Dismissal List:** Beginning at 3:20pm, the office will not call students down to the office for dismissal. Your student’s teacher will be notified to send your student to the gym for pick up at dismissal.