

Early Dismissal & Field Trips

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Medical Appointments:

If possible, parents are encouraged to have medical and dental appointments arranged for non-school time.

Leaving During School Hours:

No child may leave the school premises without the written authorization or personal escort of a parent/guardian. Students will check in with office personnel at departure time, and wait in school to be picked up. In rare cases where students are required to leave school by themselves during school hours, the authorization from home should specifically mention the parent or guardian's responsibility for this unsupervised time.

School Visitation:

- Parents, grandparents and child care person; please do not take your child to the classroom. If you need to pick up homework, drop off a child or an assignment, or if you wish to see a teacher, please stop at the office.
- All visitors (this means anyone who is not a regular staff member, teacher, or child in the school) must check in at the office.
- Parents are welcome to visit classrooms during school hours. They must call the school office prior to the visit to arrange an appointment.
- All other adult or student visitors must make special arrangements at least 1 day before with the school principal.

Field Trips:

Trips away from the school are at the discretion of each teacher, and should serve as educational curricular enrichment opportunities. The administrator will review and approve all field trip plans.

Policies for Field Trips:

- Permission slips and payment should be sent in a clearly marked envelope, and should never be combined with other money sent to school.
- Students without official permission forms signed may not be allowed to participate, since the school cannot accept sole liability for such events.
- Students kept home on the day of a field trip will be marked absent.
- Since the field trip will enhance instruction, parents/guardians should not forbid students from participating except in unusual circumstances. If a child must remain at school during a class trip, the staff will supervise, but cannot provide appropriate individualized instruction.

Chaperones:

Parents/Guardians are often recruited to assist as chaperones. We ask that all chaperones follow these guidelines:

1. If you are a smoker, please refrain for the duration of the trip.
2. If the field trip requires special attire, please conform to the requirements.
3. Assist the teacher in maintaining discipline and order for the trip's duration.
4. In fairness, chaperones should not purchase gifts or food for the students (especially small groups assigned only to them).
5. Please, do not bring along younger children, unless the trip is for families, since your focus must be on the safety and well being of the school children.

When a student attends a field trip taking a bus as transportation, the student must return to school on the bus. A parent may provide their own transportation to and from a field trip, but may not act as chaperone unless this is previously approved by the principal.