



# EASTERN SHORES

## SCHOOL BOARD

Administrative Policy

ES-163

### **PRINCIPAL'S RESPONSIBILITY PERTAINING TO PUPILS LEAVING PREMISES**

In that students are entrusted to the school by their parents or guardians, proper supervision must be exercised over them.

It is the policy of the Eastern Shores School Board that students may not leave the school premises during what is referred to as the school day unless a parent, guardian, relative or other responsible person arrives at the school to transport them, or they produce a note signed by their parent or guardian requesting permission for them to leave the school grounds. These notes should indicate the time the student is to be dismissed, and should be verified by the school administration where possible.

In the case where a student is to be picked up by a parent or guardian, the parent should normally send a note to the homeroom teacher indicating the time the student should be dismissed from class. In the event of an emergency, a telephone call to the school secretary will substitute for the note.

In the event that someone other than a parent or guardian is to pick up the child, a note authorizing that person should be in his or her possession, and a telephone call from the parent or guardian is also obligatory.

The school should retain said notes of permission for the duration of the school year.

When the school administrator suspects a misuse of this policy, every effort must be made to ascertain why the student is continuously leaving the school premises, even given parental permission (see ES-162, "Absenteeism").