



Radiant STEM Academy

High School Early Dismissal and Sign-out Procedure

To ensure the safety and accountability of all students, the following procedure must be followed for any early sign-out:

Procedure for Early Dismissal:

1. **Parent/Guardian Notification:**

A parent or guardian must provide written or verbal notice to the attendance office before the student is dismissed. This can be done via:

- A signed note from home
- A phone call to the attendance office
- An email from a parent/guardian's verified address

2. **Approval:**

The attendance office will verify the request and notify the student's teacher if necessary.

3. **Sign-Out Process:**

- The student must report to the **attendance office** or **main office** at the designated dismissal time.
- The student will **sign out in the sign-out log**, including:
 - Full Name
 - Time of departure
 - Reason for dismissal
 - Signature

4. **Parent Pick-Up or Student Departure:**

- If the student is being picked up, the parent/guardian must come into the office to meet them unless prior approval for the student to leave independently has been given.
- If permitted to leave independently (e.g. by walking or driving), documentation must already be on file granting this permission.

5. **Returning to School:**

If the student returns before the end of the school day, they must sign back in at the attendance office.

Note:

Students leaving campus without following the dismissal procedure will be considered **unexcused** and may be subject to disciplinary action.