



RINI Policy - Early Dismissal Protocol

Early Dismissal Procedures

In order to ensure that our school and students are safe, we have established an early dismissal procedure.

Early Dismissals: Students who leave the building during the school day must be cleared through the Attendance Office. A note from a parent requesting the early dismissal should be brought to the main office before the student's **first period class**. The note must include the date, full name, grade, reason for dismissal, parent's signature, and phone number where the parent can be reached.

Due to the hectic nature of a main office, we do not take early dismissals over the phone.

When picking up a child for an early dismissal, the adult must come into the reception lobby and show a picture ID. Once security has verified the parent information and all pertinent information matches our system, the Main Office will contact the classroom and send the student to the lobby. All students must check out at the main office prior to leaving the building. We will not be able to call a student to the office to wait for his/her ride to arrive.

We ask that you do not text your child to come down until you have checked in with security.

If you have any questions, please contact the main office at 401-680-4900