

McCann Technical School Dismissal Policy

McCann Technical School requires the signature of a parent/guardian in order to authorize a student's early dismissal.

NO PHONE DISMISSALS WILL BE PERMISSIBLE. The dismissal policy is as follows:

- Students must present a written request to the vice-principal's secretary prior to 8:00 A.M.
- The note should also indicate the date and specify the reason for the dismissal. Officials from McCann Technical School may contact the parent/ guardian for verification.
- The school nurse is the only person authorized to dismiss a student due to sudden illness in school and ALL students must be seen by the nurse before a dismissal slip will be provided. Students are responsible for missed or incomplete work.
- Dismissals before 11:00 A.M., arrival after 11:00 A.M. counts as an absence from school.
- A telephone call does not constitute sufficient authority to dismiss a student. Please do not leave phone messages for a student dismissal. School personnel will be available after 7:30 AM to process written dismissal requests.
- A parent/guardian must present themselves, as well as picture identification to the vice-principal's secretary before the student will be released to that individual. A parent/guardian signature is required on the student sign out sheet.
- Parents/guardians of students who are dismissed and have their own transportation will receive a follow-up phone call to verify the request.