

August 20, 2018

Dear Parents/Guardians:

RE: Dismissal Procedures

Below is a review of the CCS dismissal procedures. Please read them carefully. These procedures are for your child's safety and to reduce congestion in the office and parking lot during a critical part of the day.

- Dismissal is at 3:45 PM.
- If you have a valid reason (as defined by state law*) to pick up your child earlier than 3:45 PM, a note is required. Any student without a note will be sent home on their bus, or if previously arranged, sent to the parent pickup location at 3:45 PM.
- If you did not send a note with your child in the morning and you have an emergency, we must be informed of the reason your child is leaving. If your child has an unscheduled doctor's appointment, **a note is required from the doctor** when your child returns to school, whether it be the same day or the next school day.
- The school must be informed, **in writing at the beginning of the school day**, when you will be picking up your child early.
- **Phone calls and emails to change dismissal procedures will not be accepted.** Changes in your child's dismissal procedure must be received **in writing by way of a signed parent note before 3:15 PM.** Parent notes are to be sent to school with your child to be given to his/her teacher at the beginning of the school day. Unexpected dismissal change notes may be faxed to the office at 610-903-1317, however, please be mindful and fax the note **as early in the school day as possible and no later than 3:15 PM.**
- Students may not be picked up in the office after 3:15 PM.

Your cooperation with these procedures will help us to ensure the safe dismissal of all our students.

Sincerely,



Mr. Gavin Lawler
Principal, 150 Building

*Lawful – Excused Absences/Excused Tardiness/Excused Early Dismissals

1. Personal illness.
2. A visit to a medical professional. A note from doctor or dentist is required to consider this as excused.
3. Serious illness in the immediate family, those living in the home.
4. Quarantine ordered by a local or State health office. Official documentation is required.
5. Court or administrative proceedings if the student is a party to the action or has been subpoenaed as a witness. Official documentation is required to consider this as excused.
6. Observance of a religious holiday if the religious tenants to which the student adheres require observance of the holiday.
7. Death in the family.
8. Lack of proper immunizations, medical exams or waiver (one-day only). Additionally, students may be excluded from school for failing to provide required medical records. Only one day of absence for the exclusion is excused.
9. Nurse exclusion: For the day the student is sent home for medical reasons. A note must be provided if the absence continues to the next day or subsequent days.
10. Educational opportunities or family trips that are pre-approved in accordance with the Planned Absence section of this policy – see CCS Student Code of Conduct.
11. Other absences as approved by the Principal or Principal's designee.
12. Out-of-school suspensions.