

**RELEASE OF ELEMENTARY CHILDREN**

Procedure to be used in the elementary school for releasing a child during the school day will be as follows:

1. There must be a note from the parent or legal guardian addressed to the classroom teacher, principal or secretary of the principal.
2. The child must come to the office prior to leaving the building and the person picking the child up must either be known by the staff or present identification.

Adopted by the Board of Education October 10, 1985