



Collegewood Elementary School

A California Gold Ribbon School

Dr. Mary Wendland
Principal



Laura O'Donnell
Elementary Learning Specialist

Tamie Liptak
Administrative Assistant

Gaby Manganiello
Office Assistant

POLICY FOR PICKING UP STUDENTS DURING SCHOOL HOURS 2019-2020

It is very important for students to be present for the entire school day in order to fully receive the benefits of instructional time. On those unavoidable instances when you must pick up your student during school hours, please note the following:

- 1) A student will be called from class **only** after a parent is present in the school office with their Driver's License and signs out the student.
- 2) If someone other than the parent is picking up the student, this person must be *listed on the Emergency Card, be at least 18 years old and present their Driver's License*. ***Most importantly, the Parent must notify the office in advance that the person, who is not the parent, is authorized to pick up the student during school hours. A student may NOT be released without parental authorization despite being on the Emergency Card.**

A phone call to the school office requesting a student be called out **prior** to the parent being present in the school office **will not** initiate a call to the classroom. Students will only be called once the authorized adult is present with proper identification and signs for the student.

Parents are encouraged to email the teacher ahead of time if they wish homework be prepared for the student to take home. Teachers are unable to provide homework without adequate prior notification.

Sincerely,

Dr. Mary Wendland