



Northwestern High School

2503 West Main Street

Rock Hill, South Carolina

29732

JAMES A. BLAKE II
PRINCIPAL

<http://nw.rock-hill.k12.sc.us>
Telephone: 803-981-1200
Fax: 803-981-1250
Email: JBlake@rhmail.org

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Dear Parents/Guardians:

In an effort to ensure the safety and security of all of the students of Northwestern High School, we have found a need to adjust our practice for student early dismissal requests. We understand that changes in practices are sometimes difficult, but be assured that we are doing this to protect our most valuable resource, the students of Northwestern High School. Please review the process below. This change is posted on our website.

James Blake II
Principal

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EARLY DISMISSAL - WRITTEN REQUEST SUBMISSION POLICY:

Students who wish to leave school early should bring a written request to the attendance clerk between 7:45 a.m. and 8:30 a.m. Students with "Late Arrival" should bring their notes as soon as they arrive on campus before they report to 2nd block.

The written request should include the following:

- Date
- Student's Name
- Reason for the dismissal
- Parent or guardian's phone number for verification
- Parent or guardian's signature

Once the request is verified by the attendance clerk, the student will receive a written dismissal notice that they should show to their teachers at the appropriate time.

Before leaving campus, students must always sign out with the Attendance Office. Failure to sign out or failure to leave the campus immediately after signing out will result in disciplinary action.

Due to the difficulty of verifying called in requests for dismissal, telephone dismissal requests will no longer be accepted. If the student gets sick during school hours, he/she will be sent to the school nurse. The nurse will contact the parent if a student needs care away from campus and will relay arrangements to the Attendance Office.

If there is a family emergency and the student needs to be dismissed early, we are asking the parent or guardian to come to the Attendance Office to sign out their student. Only those parents, guardians, and emergency persons listed on the student information card will be allowed to sign out and/or pick up students early.