



<b>Administration</b>	<b>No. 0001</b>
<b>Student Dismissal Procedures</b>	
<b>February 2014</b>	

## **STUDENT DISMISSAL PROCEDURES**

### **Description**

These procedures are to be utilized by all school staff when dismissing students from our schools. All staff responsible for the dismissal of students will receive documented training on these procedures on an annual basis. **There are NO exceptions to these procedures.**

To emphasize the importance of ensuring student safety and accountability, the Superintendent expects that school staff will properly educate parents and family members of these procedures.

### **I. Elementary Schools Procedures**

#### **Early Dismissal**

1. School staff should set clearly defined expectations for parents that the school will require advance notice (a note) that students will be need to be released from school early.
2. At the start of each School Year, an Emergency Form will be sent out to families and returned. All persons listed on the Emergency Form and authorized to sign-out students must be 18 years of age or older.
3. When a parent/family member arrives at the school to pick up a child for early release, they are to report directly to the main office. Parents/family members should not be permitted go to the student's classroom or any other secure areas of the building.
4. Office staff will ask the parent/family member to present a positive form of photo ID. If the individual does not have an ID in their possession, office staff should direct them to retrieve it. If this poses a problem, office staff should get the principal involved to intervene and reiterate the "no dismissal without an ID" procedure.

5. The photo on the ID must match the individual and the name on the ID must match the name listed on the student's Emergency Form. Again, all persons must be 18 years or older to sign-out a student.
6. If the names and/or photo do not match, the student is not to be released.
7. Once confirmed, office staff will make a copy of the person's photo ID and call the student from class to the office.
8. Office staff will write the date and time on the copy of the ID. The copy will then be stapled to the student's Emergency Form and returned to the file. If, over the course of a school year, a student is released early on six occasions, then there should be six copies of photo IDs indicating the dates and times the student was dismissed.
9. When the student arrives at the office, the parent/family member will sign the log book (name, signature, date, time, student name, reason for dismissal) and leave with the student.

### **Non-Bussed Students – Normal Dismissal Time**

1. For students in grades pre-K through 2<sup>nd</sup> grade, schools must utilize a lanyard system for accounting for students and emergency form information. Prior to dismissal, students are given lanyards that contain information cards that include the child's emergency form information.
2. Teachers will retrieve the lanyard from the student once the student is released to the appropriate person as indicated on the lanyard card. The lanyard is reused the following day for that child.
3. In the event a substitute teacher is dismissing students, the Substitute Teacher folder will include a list of students, the manner in which they go home (walk or bus) an explanation of the lanyard system and copies of the student's emergency form.
4. If, after the dismissal of all children has concluded, no adult is there to pick up a child, the child is then brought back into the building.
5. The student must then be signed out by a parent, guardian or other person listed on the Emergency Form.
6. The person picking up the student must show a photo ID that matches the name listed on the Emergency Form.

### **Bus Line Dismissals**

1. NO parent may remove a student from the bus line for dismissal; they must report to the front office to be cleared.
2. The parent's ID is checked by front office staff and once cleared the parent is given a "bus slip" that lets the school yard staff persons know that the person picking up the child has been authenticated.

3. If the bus leaves the school with the child while the parent is being cleared at the front office, the parent must follow the bus and pick up the child at their normal bus drop-off location.

## **II. Middle and High School Procedures**

### **Early Dismissal**

1. School staff should set clearly defined expectations for parents that the school will require advance notice (a note) that students will be need to be released from school early.
2. At the start of each School Year, an Emergency Form will be sent out to families and returned. All persons listed on the Emergency Form and authorized to sign-out students must be 18 years of age or older.
3. When a parent/family member arrives at the school to pick up a child for early release, they are to report directly to the main office. Parents/family members should not be permitted go to the student's classroom or any other secure areas of the building.
4. Office staff will ask the parent/family member to present a positive form of photo ID. If the individual does not have an ID in their possession, office staff should direct them to retrieve it.
5. The photo on the ID must match the individual and the name on the ID must match the name listed on the student's Emergency Form. Again, all persons must be 18 years or older to sign-out a student.
6. If the names and/or photo do not match, the student is not to be released.
7. Once confirmed, office staff will make a copy of the person's photo ID and call the student from class to the office.
8. Office staff will write the date and time on the copy of the ID. The copy will then be stapled to the student's Emergency Form and returned to the file. If, over the course of a school year, a student is released early on six occasions, then there should be six copies of photo IDs indicating the dates and times the student was dismissed.
9. When the student arrives at the office, the parent/family member will sign the log book (name, signature, date, time, student name, reason for dismissal) and leave with the student.

**Procedure for Students age 18+**

1. For high school age students 18 years of age or older, office staff will contact the student's parent or guardian to confirm that the student has permission to sign him/herself out of school early.
2. It is important that all high school age students are informed that the school staff will notify parents, regardless of the student's age.