



Administration	No. 0001
Student Dismissal Procedures	
February 2014	

## 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 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.



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 needed 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 school to pick up a child for early release, they are to report directly to the main office. Parents/family members

#### 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.