

PROVIDENCE PUBLIC SCHOOLS
STUDENT DISMISSAL PROCEDURES- Revised- July 2023

Description

- Early Dismissal for Students (Under 18 Years of Age)
- Early Dismissal for Students (18 Years of Age and Above)

Elementary School Procedures

- Early Dismissal
- Non

- a. Office staff will ask the individual on the emergency list to present a government issued photo ID. If the individual does not have an ID in their possession, office staff must direct them to retrieve it.
 - b. 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.
 - c. If the names and/or photo do not match, the student must not be released.
 - d. Once identity is confirmed, office staff will make a copy of the person's photo ID and call the student from the classroom to the office.
 - e. Office staff will write the date and time on the copy of the ID and place it in the emergency form folder in the office. The copy of this ID will be stapled to the student's emergency form and returned to the file.
 - f. Each time an individual comes to pick up a student, they will be asked to present their government issued ID and sign the log attached to the copy of the same photo ID.
 - g. Dismissal information will then be entered in Skyward by the school as an **ZMjt XzjZMjZ** for attendance purposes.
4. When the student arrives at the office, the person listed on the emergency form, with a valid government issued ID, once cleared by the main office will sign the **ZMjt XzjZMjZ** before they leave with the student.
 - a. Early dismissal logbook must list the following: Visitor's Name, Signature, Date, Time, Student Name, Reason for Dismissal

Early Dismissal for Students (18 Years of Age and Above)

1. Students 18 years of age or older have the legal right to sign themselves out of school early.
2. Only if students sign the **Consent** form.

2. Dism

- a. Names of individuals are located on student/s Emergency Form/s
- 3. If, on any given day, there is an individual picking up the student, not listed on the emergency form, parent/legal guardian will be called to inquire, and upon parent/legal guardian consent, the student/s will be released to the individual upon presenting their government issued photo ID. A picture of the government issued photo ID will be taken before releasing the student/s.

How to Add New Individuals to the Emergency Form

- a. Parent/legal guardian must inform the bus monitor and driver of said individual/s who will be picking up their student at the time of drop off.
- b. Parent/legal guardian must call Bus Yard to notify them stating the student's name, their bus number, and the name of the person who will be picking them up.
- c. Parent/legal guardian must add the new individuals' names and update the emergency form for future pickups.
- d. At the bus stop, the monitor will request the individual's (18 years of age or older) government issued photo ID.
 - a. The bus monitor will take a picture of the individual's government issued ID, before releasing the student.
 - b. The bus monitor upon return to the Bus Yard, will document the individual's government issued