

STUDENT DISMISSAL PRECAUTIONS

The Board seeks to safeguard students by requiring procedures for excusing students from attendance at school. The Board directs the Superintendent, in collaboration with the building administrators, to develop and implement administrative regulations for dismissing students, subject to the approval of the Superintendent. It is understood that regulations may vary from grade-level to grade-level, due to the differing ages of the students.

Students will be released only to parents/guardians or those authorized in writing by parents/legal guardians, to pick up the student. If the building administrator/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians will be contacted for confirmation. The building administrator/designee has the authority to deny the release of students to unauthorized or unknown persons.

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

In addition, administrative procedures concerning student dismissal will incorporate the following components:

- A. A procedure for dismissing students in the event of an emergency during the school day;
- B. A procedure for dismissing students for illness and other reasons prior to the end of the school day; and
- C. A procedure for confirming the identity of parents/guardians and others authorized to pick up students prior to releasing students.

Cross Reference: KI – Visitors to the Schools

Adopted: November 7, 2002

Revised: March 7, 2013