

Student Dismissal Precautions

The Board seeks to safeguard students by requiring procedures for excusing students from attendance at school.

Students will be released only to parents, legal guardians, and other persons specifically authorized by parents/legal guardians to pick up the student. If the Superintendent/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 Superintendent/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, the Superintendent/designee will develop and implement administrative procedures for dismissing students, which will be approved by the Superintendent, and incorporate the following components:

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

Cross Reference: EBC – Comprehensive Emergency Management Plan
JEA – Compulsory Attendance
KI – Visitors to the Schools

Adopted: June 6, 2019