

STUDENT DISMISSAL

Introduction

The purpose of this policy is to provide regular and emergency dismissal procedures to ensure that students are dismissed in a safe and orderly fashion.

Dismissal of Students During the School Day

1. Requests for early dismissal of students shall be made by the parents/guardians in writing and sent to the school office. In emergencies, telephone calls will may be accepted.
2. Students will only be released to an individual listed on the emergency contact list.
3. Students and parents/guardians will be notified on an annual basis and through the school handbook of any additional procedures at the school level.
4. All requests for early dismissal must be approved by the principal or his/her designee.

Dismissal of Students at the End of the School Day

Students will be dismissed as walkers or bus students.

- Walkers will only be dismissed to parents/guardians or individuals listed on the emergency contact form, and with proper identification. There will be no exceptions.
- Once in line, bus students must go home on the bus and cannot be taken from the bus area by parents/guardians. Only the principal/designee will be allowed to remove students from the bus area for emergency situations. This is for the protection of students.
- Bus students will be dropped off at the regularly scheduled stop five days a week. There are **no** exceptions to this unless the change request is permanent, for the remainder of the school year (Change in Location of Current Bus Stop Policy EEAA-R).
- Students will be dismissed as bus students (students who take the bus home from school) or walkers (students who walk, ride a bike, or are picked up from school by a parent/guardian or an individual on their Emergency Contact form.
- With parent/guardian approval, elementary age students* will be permitted to walk or ride a bike home. Parents/guardians must send in a signed note to the school stating that this is their wish. Age/grade restrictions for walking or riding a bike home unaccompanied may differ from school to school. Parents/guardians should refer to their child's school handbook (distributed to students at the start of each school year), for procedures specific to their school.

* Middle school-age and high school-age students are not required to have parent/guardian approval to walk or ride a bike home.

Changes in Dismissal Pattern

Notice of any change in a student's usual dismissal pattern must be received by the school in writing prior to 10:30 a.m.

- In the event of an emergency school closing, parents/guardians will be notified of any changes to dismissal procedures.
- In the event that a student is to be dismissed by the principal or his/her designee for reasons of injury, discipline or other school-related instances, the principal or his/her designee will first contact the parents/guardians and request that the student be picked up at the school. The student will only be released to a parent/guardian or an individual listed on his/her Emergency Contact form, unless other arrangements are made with the principal or his/her designee.
- In the event of an emergency, where a parent/guardian or a designated individual on file cannot be reached, the school nurse or principal may, if warranted, seek out medical attention for a student. The principal's office will continue to call the parents/guardians until contact is made.

Cross Ref:

EBCD Emergency Closings and Early Dismissals Policy

EBCA Crisis Management and Communication

EEA Student Transportation Services

EEAA-R Change in Location of Current Bus Stop Policy

ADOPTED: December 10, 2018