

STUDENT DISMISSAL

- I. Presumption:
 - A. Poland Central School District is an active partner with students and parents in ensuring all students meet or exceed the New York State Learning Standards. The District's student dismissal policy, in combination with Poland Central School's student attendance policy, are intended to emphasize the importance of consistent attendance and attendance for the duration of the school day ~~has~~ to each student's academic success and school completion.
 - B. The Poland Central School District will assume that either parent/guardian has equal authority to **lawfully** obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally-binding instrument to the contrary.
 - C. The District will assume that, if a parent/guardian has provided the District with a copy of a court order or other legally-binding instrument pertaining to the parent's/guardian's right to obtain or direct the release of his/her child, the most recent such order or instrument that has been provided to the District will be controlling.

- II. Authorized Student Pick up List for Student Dismissal:
 - A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained in the District Student Management System and a hard copy on file in ~~the elementary and secondary offices~~ each **student's permanent folder**.
 - B. Parents/guardians may add or delete names from the established list during regular business hours **by completing and submitting the district's authorized form**. No parent/guardian will be allowed to change the list unless he/she is first able to verify to the District's satisfaction his or her identity with a photo identification.
 - C. **Only one established list will be established per student**. If parents/guardians cannot agree on the persons included within ~~contents~~ of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents/guardians have joint and equal physical custody, both parents/guardians must agree to add a name to the established list or work with the Building Principal and Superintendent to reach a reasonable solution.

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- D. Parents/guardians may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.

III. Procedure For Regular and Planned Release from School:

- A. The District will only release a student to his/her parents/guardians (except if one parent/guardian has provided the District with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons named on the authorized list. Any individual who seeks the release of a student from school must report to the main office and present identification to the satisfaction of the building principal or designee.
- B. When a student's parent/guardian knows in advance the need to release his/her child from attendance within the school day, the parent/guardian should present the main office with a written note. The note must provide a specific reason for the early dismissal and a telephone number by which to verify the written request.

The note should be presented to the office at the start of the school day to allow the office to accurately record the reason for the dismissal and opportunity to communicate with the teacher(s) whose classes will be missed. Teachers of younger students will be allowed ample opportunity to collect belongings prior to the dismissal time.

IV. Procedure For Unplanned or Emergency Release from School:

- A. In the event of an emergency, as determined by the Poland Central School District, a student may be released to an individual not appearing on the established list, but only if the parent/guardian has been contacted, and he/she gives written consent by text, email, fax or gives verbal permission for the release of the student that provides the school with reasonable assurance that the person on the other end of the phone is the parent/guardian.
- B. A student who becomes ill or is injured during the school day shall report to the nurse for evaluation. If the nurse believes the student should go home, the nurse will communicate this utilizing the district-approved list for releasing the student. The release from the remainder of the school day will be noted as recommended

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by the school nurse.

In the event that the nurse deems the student has no apparent medical cause for dismissal and the student continues to assert that he/she needs to go home, the student must go to the main office for potential evaluation by a counselor.

- C. Students should be discouraged from using personal cell phones or devices to contact parents to initiate a dismissal.

Poland Central School District

Legal Ref: Section 3210(1)(c) of the New York State Education Law

Adopted: 02/02/94

Revised: 06/25/97, 10/27/99, 03/28/01, 08/04/16, 07/12/18