DISMISSAL PRECAUTIONS 5060

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the principal or his or her designee.

The principal shall only excuse a student before the end of the school day upon a request for the early dismissal by the student's parent *and if the request is consistent with the provisions of the Attendance Policy.* Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.

Additional precautions shall be taken by the school administration appropriate to the age of students and as the need arises.

In the case of a request for dismissal of a student of separated parents, where legal custody has not been established, both parents must sign off. If legal custody has been established, the signature of the legal guardian must appear on the request for dismissal. The police officials should be called if the parents insist upon removing the child.

Ill students waiting to be picked up should not be dismissed to go home without verification that they are actually being picked up by the designated adult.

Please keep in mind those students being picked up in this situation should be released from the office or the nurse's suite and that either the secretary or nurse should verify that the adult who has picked up the child is, in fact, the appropriate person.

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