

SPRAGUE SCHOOL DISTRICT
Baltic, Connecticut

POLICY REGARDING STUDENT DISMISSAL

PURPOSE

The Sprague Board of Education recognizes the safety of its students as a consideration of utmost importance. The purpose of this policy is to ensure the safety of each child at the end of the school day by identifying procedures that allow staff to effectively supervise the dismissal of students to the bus, to a parent/guardian or to another adult authorized by the parent/guardian.

STATEMENT OF PURPOSE

Sayles School staff will follow procedures that ensure each student is dismissed safely to the bus or to the authorized person if the student is not taking the bus.

If it is necessary for a student to be released prior to regular dismissal time, the parent/guardian or other adult authorized by the parent/guardian will report to the Main Office and sign the student out. A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the school office and/or the appropriate school administrator of any change in the student's custody.

The school will not change a student's dismissal plan without written or verbal contact from the parent/guardian.

General Dismissal

School staff will be assigned to specific locations to organize and supervise student dismissal. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The school administration will review the dismissal procedures annually.

Dismissal of Students Who Are Picked Up

The Board shall require that the parent/guardian notify the school in advance of any arrangements for students who are not riding the bus home. All documented arrangements will be considered permanent for the entire school year.

Parents/guardians may alter arrangements upon prior written notification to the school's office staff or building principal.

STUDENT AFTERNOON PICK-UP PROCEDURES

Sayles School employees whose workday ends at 3:00 PM or who need to leave for an appointment will have the opportunity leave the parking lot between 3:00 PM and 3:15 PM. These employee parking spaces will be open for parents who need to park to come into the building.

Dismissal of students being picked up will start at 3:15 PM. Parents can arrive between 3:15 PM – 3:25 PM. Children will not be dismissed prior to 3:15 PM. (On early dismissal days, dismissal of pick-ups will be from 1:15 PM – 1:25 PM).

Drivers will line up in their cars in the designated pick-up lane in front of the school, turn off the engine and remain in their vehicle at all times.

Drivers should pull up directly behind the car in front of them to maximize the use of available space.

A Sayles School staff member will escort each child to the appropriate car. Staff will wear identifying safety vests to improve their visibility and identity as school staff.

If a person other than regular pick-up person(s) arrives to pick up a child, the person will be directed to park and come into the school to present an ID. Office staff will check the list of changes in pick-ups to verify the person has parent/guardian authorization and make a copy of the ID. Upon verification, the person will sign the student out.

Because children often misunderstand details, parents must send a note or call office directly to change pick-up/dismissal procedures for their child(ren). Under no circumstances will the school release children based on their report only.

If a parent needs to come into the school, they will park in the parking lot and enter through the main entrance to check in at the office.

Approved by Sprague Board of Education
6/3/09