

STUDENT DISMISSAL PRECAUTIONS

In the event a student in the elementary or upper schools has to be dismissed before the regular lunch, recess and/or closing time, the principal/head of upper school or designee shall see to it that the student shall be dismissed only into the custody of the parents/guardians and the parents/guardians shall properly identify themselves. In the event of extreme emergency, where the parents/guardians are unable to call for the student, the student shall be dismissed into the custody of a teacher or appropriate staff person and shall remain at the school under the supervision of an appropriate staff person until the parent/guardian can arrive unless the parent/guardian provides written authorization for another adult to take custody of the student. No student shall be dismissed in the custody of an unknown person as the result of a telephone call. In the event of a medical emergency involving a student, where emergency medical attention is needed and in the interests of the health, safety and welfare of the student, an appropriate staff person shall accompany the student to the hospital and remain with the student until the parent/guardian can arrive.

Adopted: August 11, 2015