

# Ockerman Elementary Site Based Policy 4.3

## Ockerman Elementary School Determination of Dismissal of Students (Early or End-of-Day)

**Authorization:** The Council shall develop a policy to govern the early dismissal of students from school.

**General Regulations:** The following regulations shall govern the early dismissal of a student from school:

1. Under no circumstance shall teachers dismiss a student from school prior to the end of the school day or into a person's custody without the direct approval and knowledge of the building Principal or his/her designee.
2. Any student who leaves the school grounds without permission from the Principal or his/her designee shall be subject to appropriate disciplinary action, including assignment to detention, Saturday school, or suspension.
3. No student shall be dismissed early from school without permission from the custodial parent(s).
4. A student may be released to a person with lawful authority to take custody of the student, e.g. a police officer with a warrant. In such a case, the student's custodial parent(s) shall be notified at the earliest opportunity.
5. No student shall be released from school early on the basis of an invalidated telephone call.
6. Children of estranged parents shall be released only upon the request of the custodial parent(s) whom a court holds directly responsible for the child and who is the parent or legal guardian registered on the school records.

**Proper Authority:** Only those people listed on the emergency card are allowed to pick up a student from school. This form shall be sent home the first day of school and will state this in writing.

All people will be asked to provide identification, such as a driver's license, before being allowed to remove a child from Ockerman Elementary.

**Procedures:** The following shall be the procedures for early dismissal of a student from school:

1. Any person entering the building shall sign in at the office.
2. If they are picking up a student, they must sign the sign-out sheet.
3. No student is ever dismissed from the classroom unless the teacher is notified by the office.
4. Only people listed on the Emergency Card or in IC (with prior authorization from a parent or guardian) will be allowed to pick up a child.

**End of Day Pick Ups:** Students being picked up at the end of the day shall be dismissed under the following procedures:

1. The person picking up at the student shall sign a sign-out sheet that requires the following information:
  - a. Student's name
  - b. Person's first and last name who is picking up the child
  - c. Relationship to the child
2. The student(s) name(s) will be called over the intercom no earlier than 3:35 p.m. to come to the designated area to meet the person picking up the child.
3. Only people listed on the Emergency Card or in IC (with prior authorization from a parent or guardian) will be allowed to pick up a child.

Policy 4.3 of the Ockerman Elementary School Council's Policies was adopted on 3/16/2019 and signed by the following Council members:

Kate Lynch  
Heidi  
Erin Henson  
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Keri  
Brittany Bramble  
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SBDM Secretary:

Susan Bell  
Susan Bell