

*Policy*

**DISMISSAL OF STUDENTS**

*Code JBF Issued 3/16/22*

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School principals will be responsible to ensure the dismissal of students in a safe and secure manner at the end of the school day as a general procedure for the entire student body or at any other time as a special procedure for an individual student.

For general dismissal the principal will ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s) or legal guardian(s). The options for the release of students may include:

- a. established bus transportation service
- b. walking or bicycling
- c. pick-up by the parent, legal guardian or other individual authorized by the parent or legal guardian.

For early or otherwise irregular dismissal the principal will authorize release only when it is requested in person or in writing by the student's parent or legal guardian. The parent/legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal.

Students who become ill during the day may not leave before obtaining permission from the principal or his/her designee

The Superintendent may direct that allowable options for release of students vary or be restricted according to the category of school, grade of school or the age of the student.

**Release of child to noncustodial parent or other adult**

For early dismissal or general dismissal, the school will dismiss the student only into the custody of the adult with legal custody or to an adult authorized by the legal custodian. Authorization by the legal custodian shall mean that the adult with legal custody has given signed, written permission, to another adult to receive the student. In the case of children whose parents are divorced, the school will release the child to either parent if the parents are divorced and have joint custody.

If possible, the school should obtain a copy of the parent's custody papers to have on file in the event the other parent attempts to remove the child from school.

Principals will establish procedures to verify the identity of the legal custodian or authorized noncustodial parent or adult prior to release of the student. Requests by telephone for the release of a student to an adult not on file will only be accepted in emergency situations. In order to release the student(s) the school must verify the release by being able to contact the legal custodian(s) via a phone number that is on file and confirm the release.

Adopted 4/9/91; Revised 3/15/22

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