

## **ELEMENTARY SCHOOL DISMISSAL PROCEDURE (INS-P021)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the procedure for dismissing elementary students.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Principals  
2.2 School Office/Nursing Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 Parent/guardian requests student dismissal:
- 5.1.1 Power School or emergency cards are checked to verify parent requesting dismissal is listed
  - 5.1.2 Parent/guardian identity are verified through picture ID
  - 5.1.3 All persons involved with dismissal, i.e. DCS worker, case worker are verified through picture ID.
- 5.2 If student is sick and waiting for parent/guardian:
- 5.2.1 Nurse informs office staff of student's name and who is picking the student up in case she needs to leave the clinic.
    - 5.2.1.1 Student is moved to the office.
    - 5.2.1.2 No child is left in clinic unattended.**
- 5.3 Persons signing out students wait in the office for the student to come from the class/clinic.
- 5.3.1 When student arrives, the student is checked against Power School photo.
    - 5.3.1.1 If photo is not on file the student is asked his/her name.**
    - 5.3.1.2 Requests to have students waiting in the office for pick up are not granted.**
- 5.4 If a DCS worker or a case worker is picking up a student, the agency must fax the school authorization stating that the agent is authorized. The agency may be listed as a contact and not the individual.



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- 5.5 If DCS is picking up a child because of an emergency, safety/investigation reason, they must provide the necessary paperwork from their department stating they have custody.
- 5.6 Parent/guardian is required to provide a signed note whenever there is a variation from the student's normal dismissal routine.
  - 5.6.1 In case of an emergency, phone calls from parents **MUST** be okayed by the principal/assistant principal.
  - 5.6.2 Parent/guardian will be asked to provide specific information that is verified against the emergency card as a means of identification when making a request by phone for a student's dismissal.
- 5.7 Students picked up as car riders are identified by their ID number provided by the school, which is clearly visible on the automobile windshield.
  - 5.7.1 **If the ID number is not posted, the above procedure applies.**

**6.0 PERFORMANCE MEASURE(S):**

- 6.1 None identified.

**7.0 INTERACTIONS:**

- 7.1 Parents/guardians, students and outside agencies.
- 7.2 None identified.

**8.0 ASSOCIATED DOCUMENTS:**

- 8.1 Emergency Cards
- 8.2 ID's
- 8.3 Authorizations

**9.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Emergency Cards	School Office	School year	Shred	Locked building

**10.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6.9.09		Initial Release

**\*\*\* End of Procedure \*\*\***