



EARLY SCHOOL DISMISSAL PROCEDURE (INS-P021)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the procedure for dismissing individual students prior to the end of the regular school day.

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 The electronic student management program 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. Department of Children Services (DCS) worker, caseworker 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 the nurse 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 the student's photo in the electronic student management program.
 - 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 caseworker 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 approved 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 INTERACTIONS:

- 6.1 Parents/guardians, students, and outside agencies.

7.0 ASSOCIATED DOCUMENTS:

- 7.1 Emergency Cards
- 7.2 ID's
- 7.3 Authorizations
- 7.4 Student Management Program (software)

8.0 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
Student Management Program	Electronic	Perpetual	N/A	Password Required

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/9/09		Initial Release
3/8/18	A	Changed title to Early School Dismissal. Replaced references to PowerSchool with Student Management Program. Updated logo. Removed "performance measures".

*** End of Procedure ***