

PROVIDENCE PUBLIC SCHOOLS
STUDENT DISMISSAL PROCEDURES- Revised- August 2024

Description

- [Early Dismissal for Students \(Under 18 Years of Age\)](#)
- [Early Dismissal for Students \(18 Years of Age and Above\)](#)

Elementary School Procedures

- [Early Dismissal](#)
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Description

These procedures are to be utilized by all school staff when dismissing students from school. All staff members responsible for the dismissal of students will receive training on these procedures on an annual basis. There are NO exceptions to these procedures.

To emphasize the importance of ensuring student safety and accountability, the Superintendent expects that school staff will properly educate parents and family members of these procedures.

Early Dismissal for All Students (Under 18 Years of Age)

1. Prior to the beginning of the school year, school staff must share clearly defined expectations in writing for parents/legal guardians to establish the following:
 - a. The school will require advance notice (written correspondence) requesting that a student will need to be released from school early.
 - b. At the start of each school year, an emergency form will be sent out to parents/legal guardians and returned.
 - c. All persons listed on the emergency form and authorized to sign-out students for **early dismissal** must be 18 years of age or older.
 - d. Students will not be dismissed twenty minutes before the end of school.
2. When the person listed on the emergency form arrives at the school to pick up a child for early dismissal, they are to report directly to the main office. They are not permitted to go to the student's classrooms, or any other secure areas of the building.
3. Requesting government issued Photo ID:

- a. Office staff will ask the individual on the emergency list to present a government issued photo ID. If the individual does not have an ID in their possession, office staff must direct them to retrieve it.
 - b. The photo on the ID must match the individual. The name on the ID must match the name listed on the student's emergency form.
 - c. If the names and/or photo do not match, the student must not be released.
 - d. Once identity is confirmed, office staff will make a copy of the person's photo ID and call the student from the classroom to the office.
 - e. Office staff will write the date and time on the copy of the ID and place it in the emergency form folder in the office. The copy of this ID will be stapled to the student's emergency form and returned to the file.
 - f. Each time an individual comes to pick up a student, they will be asked to present their government issued ID and sign the log attached to the copy of the same photo ID.
 - g. Dismissal information will then be entered in Skyward by the school as an *early dismissal* for attendance purposes.
4. When the student arrives at the office, the person listed on the emergency form, with a valid government issued ID, once cleared by the main office will sign the *early dismissal logbook* before they leave with the student.
- a. Early dismissal logbook must list the following: Visitor's Name, Signature, Date, Time, Student Name, Reason for Dismissal.

Early Dismissal for Students (18 Years of Age and Above)

1. Students 18 years of age or older have the legal right to sign themselves out of school early.
2. Parents can be notified of them leaving school early, only if students sign the '[Consent to Release Records](#)' form.

Elementary School Dismissal Procedures

Normal Dismissal: Non-Bussed Students (Walkers and Pick Ups)

1. Dismissal for Pre-K through 2nd Grade:
 - a. Schools are required to utilize a lanyard system for accounting for students and emergency form information. Breakaway lanyards are recommended which have specialized plastic clips on them that automatically open when the lanyard is grabbed, caught or pulled, preventing accidents and injury.
 - b. Prior to dismissal, students are given their lanyards containing student information cards, the students' emergency form information.
 - c. Teachers must do the following during dismissal time:
 - i. Dismissal to an adult (18+): Request a government issued Photo ID from the adult dismissing the child.

1. The photo on the ID must match the individual and the name on the ID must match the name listed on the student's emergency form.
 - ii. Dismissal to a minor (Age 10+): Confirm identity of the minor by checking the photo on the parent authorization form.
 - iii. The teacher will complete a form indicating the individual they are dismissing the student to, using the [class roster](#).
 - iv. Teacher will retrieve the lanyard from the student once the student is released to the appropriate person as indicated on the lanyard card. The lanyards are used each day for that child for the duration of the school year.
2. Dismissal for students in Grade 3 through 5:
Walkers:
 - a. Parents/legal guardians can check off the box allowing their student to walk home in the 'Student Emergency Form.'
 - b. School staff will release students ages 8 and above who are not allowed to walk home by themselves, only to an authorized adult listed in the student emergency form.Dismissal Guidance for Substitute Teachers:
 - a. In the event a substitute teacher is dismissing students, they will use the 'Substitute Teacher' folder to dismiss students in the classroom.
 - b. Substitute Teacher Folder must include the following:
 - i. Explanation of the lanyard system for students in Pre-K through grade 2.
 - ii. A list of all students in the classroom, including the manner in which they go home; i.e. walker, pick up or bus (Pre-K through grade 2 students must always be picked up from school or bus stop).
 - iii. Students' emergency form information entered in Skyward. This includes a list of individuals who are authorized to pick up. This information can be accessed by clicking the 'emergency info' section in Skyward.
3. After dismissal of all children has concluded and an adult did not show up to pick up a student, the student will be brought back into the school. The teacher will add the student/s' names on the late pick up log. The authorized adult picking up late students will sign the late pick up log prior to leaving with the student.
4. Regular procedures for pick up will be followed by the school staff including the authorized adult picking up the student presenting a government issued photo ID to school staff matching the name listed on the student's Emergency Form.

Bus Line Dismissals

1. Parents/legal guardians/individuals on the emergency list **cannot** remove a student from the bus line for dismissal. They must be asked to report to the front office to be cleared using standard dismissal procedures used for early dismissal
 - a. The parent/legal guardian/individual on the emergency list is required to present a government issued ID which will be checked by front office staff. Once cleared, the

parent will be given a “bus slip” that would let the school yard staff know that the person picking up the child has been authenticated.

2. If the bus leaves the school with the child, while the parent is being cleared at the front office, the parent must pick up the child at their normal bus drop-off location.

Bus Drop Off / Dismissal at the Bus Stop

1. Parent/legal guardian or other individual authorized to pick up the student must be at the bus stop to pick up a student, at least, ten minutes prior to the drop off time.
2. The student/s will only be released to those individuals who have been authorized to pick up.
 - a. Names of individuals are located on student/s Emergency Form/s
3. If, on any given day, there is an individual picking up the student, not listed on the emergency form, parent/legal guardian will be called to inquire, and upon parent/legal guardian consent, the student/s will be released to the individual upon presenting their government issued photo ID. A picture of the government issued photo ID will be taken before releasing the student/s.

When an individual not listed on the emergency form is to pick up a student:

- a. Parent/legal guardian must inform the bus monitor and driver of said individual/s who will be picking up their student at the time of drop off.
- b. Parent/legal guardian must call Bus Yard to notify them stating the student’s name, their bus number, and the name of the person who will be picking them up.
- c. Parent/legal guardian must add the new individuals’ names and update the emergency form for future pickups.
- d. At the bus stop, the monitor will request the individual’s (18 years of age or older) government issued photo ID.
 - a. The bus monitor will take a picture of the individual’s government issued ID, before releasing the student.
 - b. The bus monitor upon return to the Bus Yard, will document the individual’s government issued ID number next to the students’ name.

*Students will not be released to any individual who does not have parental consent for pick up, and is not on the emergency form. In such a case, the student/s will be taken to the bus yard to be released to the parent/legal guardian.

Middle and High School Dismissal Procedures:

Please see guidance above for:

- [Early Dismissal for All Students \(Under 18 Years of Age\)](#)
- [Early Dismissal for Students \(18 Years of Age and Above\)](#)

Resources:

[Daily Sign Out Sheet](#)

[Parent/Legal Guardian Release Form - Minor Authorization \(2024-2025\)](#)