

**SCOTLAND BOARD OF EDUCATION****Board Policy****Students****Safety: Student Dismissal Precautions**

The Scotland school district is legally responsible for the safety of its students during the school day. Therefore, the building Principal will establish procedures to validate requests for early dismissal and the pick-up of students at the close of the school day to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, at the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or her or his designee.

No student under the age of eighteen (18), may be released from school to anyone other than the parent, guardian, or child protective services personnel and law enforcement officers pursuant to law, **unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian.**

In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single-parent families will be released only upon the request of the custodial parent: i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.