

SCHOOL DISTRICT OF BAYFIELD

PUPIL DISMISSAL PRECAUTIONS

A staff member shall not excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal and/or designee.

The principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the pupil's parent or guardian. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. Additional precautions shall be taken by the school administration appropriate to the age of pupils, and as needs arise.

Occasionally a parent may request to pickup a child after an activity or field trip. Under no circumstances should a student be left unattended by school staff. In the event a parent does not arrive to pick up their child, the child shall be transported to school with the group.

CROSS REFERENCE: Policy 455.1 Supervision of Pupils

APPROVED: July 27, 2009