

Hermon School Department

Student Dismissal Precautions

The Hermon School Department seeks to safeguard students by requiring procedures for existing students from attendance at school. The building principal will be responsible for developing and implementing administrative procedures for dismissing students subject to the approval of the superintendent.

Student will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents or legal guardians to pick up the student. If the building principal/designee has cause to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unknown persons.

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

Administrative procedures concerning student dismissal shall incorporate the following components:

- I. A procedure for dismissing students in the event of an emergency during the school day. (See School Crisis Plan.)
- II. A procedure for dismissing students for illness and other reasons prior to the end of the school day.
- III. A procedure for confirming the identify of parents/guardians or other appointed adults to pick up students prior to releasing students. (An appointed individual may be asked to allow for a photo ID to be held on file.)