Descriptor Code: FCBA

## STUDENT DISMISSAL PRECAUTIONS

To assure that children are released only for proper reasons and into proper hands, each school shall set up procedures for dismissal, entering and exiting schools during the school day and at lunchtime, and establish procedures to approve requests for early dismissal. No staff member shall excuse any student from school prior to the end of the school day without a request for the early dismissal by the student's parents or without contacting the parents prior to releasing the child.

**Dismissal Precautions for Children of Separated/Divorced Parents**

Dismissal of students governed by a legally binding custody order shall be handled in accordance with policy FCBD.

End of Elgin/New Leipzig Public School Policy DAA Adopted: 08/15/2018