

ADMINISTRATIVE PROCEDURES

JGFC(1)

STUDENTS

March 1, 1990

ARRIVAL, DISMISSAL, AND RECESS GUIDELINES DISMISSAL PRECAUTIONS

Sending Home Students Who Become Ill at School

The school does not have the facilities or the staff to care for students who become ill during the school day. The ill student should be removed from the classroom and made comfortable in the clinic room until arrangements can be made to send the student home.

The parent/guardian should be advised if the student is ill and needs to leave school. The parent/guardian should be asked to come and get the student or to make arrangements for someone else to do so.

If the parent/guardian cannot be reached, other persons listed on the emergency card may be contacted to pick up the student from school.

A student in elementary school who is ill should not be permitted to walk home alone. The parent of a secondary student must be contacted first before allowing the student to walk or drive home alone.

Early Dismissal

Early dismissal of school(s) is made in those rare instances when the safety of students is best served by allowing them to go home as soon as possible. Should this occur, the District will utilize its emergency notification system to send calls, emails, and texts to parents/guardians according to the contact information provided on student emergency cards on file; the notice will also be posted on the District website, social media, and all local news media to the best of the District's ability. ~~the channel on cable television plus radio announcements to notify parents. At the elementary level, building administrators will notify parents of any early dismissal to the best of their ability. Secondary students may be dismissed without parent notification.~~

The decision to close a school is made by the ~~director and the~~ superintendent or his/her ~~superintendent's~~ designee.

Dismissal During School Hours

The school must be notified by the parent when it is necessary for a student to leave school during the instructional day. Students must check out through the school office. Parents should not send another person to take a student out of school without a telephone call or a note to the school. Under no circumstances will an elementary student be permitted to leave school alone except at regular dismissal time.