

All The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a means of protecting our pupils.

Supervision of Pupils During Dismissal

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise pupil dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The principal is responsible for overseeing the development of protocols that are tailored to the age and needs of the pupils at each school facility. At a minimum, these protocols shall include:

- Staff assigned to supervise dismissal, and their locations and responsibilities
- Where children will be retained awaiting appropriate escort and/or designated transportation
- Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

The board will review the dismissal procedures annually.

Supervision of Non-bused Pupils at Dismissal

The board shall require that the parent/guardian notify the school in advance of any arrangements for pupils requiring appropriate escort or designated transportation. The board requires signed permission for a pupil to be dismissed to go home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the principal or designee.

Parents/guardians leaving pupils at school that are to be escorted home can be reported to the proper authorities.

The principal or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The principal or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.



Notification of Dismissal Protocols

The principal or designee shall ensure that parents are notified of the following:

- School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
- The school dismissal policy
- Dismissal protocol for all bused pupils, non-bused pupils and pupils in after-school programs or activities
- Supervision arrangements for pupils at dismissal
- Emergency plan for supervision of pupils left at school
- After school program opportunities
- Procedures for enrolling pupils in after school programs

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

The principal or designee will develop procedures:

- For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures,
- For parents/guardians to indicate and define the circumstances that the pupil is to be released from the school's care at dismissal,
- For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

Adopted: 9 April 2009

