

The Principal or designee, or program administrator upon receiving the After School Dismissal form, shall notify the appropriate school staff member who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent or legal guardian or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parents or legal guardians in grades Pre-Kindergarten through four.

In the event the parent or legal guardian or designated escort does not arrive to pick up the child after the dismissal time of school, the Principal or designee will attempt to contact the parent or legal guardian using the district's emergency call procedures.

The pupil shall be supervised by school staff in the designated area of the building and will only be released only when the parent or legal guardian or designated escort arrives to pick up the pupil.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parents or legal guardians or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parents or legal guardians or designated escort from entering the school building until a time period after school has dismissed and/or vehicular traffic has cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for a child at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent or legal guardian or designated escort arrives.

