



## CENTRAL ELEMENTARY SCHOOL

### STUDENT RELEASE GUIDELINES FOR 2018-2019



**Any changes to a student's dismissal routine including a parent requesting that a relative or friend pick up a child from school must be submitted in written form to the office in the morning.** The office staff is busy with dismissal in the afternoons, so please avoid giving them student information at that time.

### ***ID MUST BE SHOWN BY ALL INDIVIDUALS PICKING UP CHILDREN***

Dismissal arrangements for students cannot be accepted over the telephone except in cases of extreme emergency. If you call in dismissal arrangements, you will be asked to fax (434) 946-7050 or email us the information. If you cannot do so, we will not change the transportation information. Our school secretary, Mrs. Ferguson, has been instructed to referred all phone call requests to a principal. **This will be strictly enforced.**

You may ask, "Why?" The answer is this:

Safety is our main goal and concern. We have no way of knowing if we are speaking to the child's parent/guardian by phone. Notes with a parent's signature and faxes/emails from a parent's account are more secure ways of verifying a parent's identity. It is the same reason why we ask for a picture ID when students are picked up in the office.

Many may be unhappy with this requirement but again I say, safety is our main goal and concern. I much rather have a parent/guardian upset with this decision than have a child's safety put in jeopardy due school negligence..

#### **CAR RIDER PARENTS:**

**If you do not have a CES issued blue Car Rider Pass, you must come in the Front Office and provide a license or other photo identification. The ACPS Staff should not, under ACPS School Board Policy release student(s) to anyone without appropriate identification. At CES we cannot rely on memory. Things change with student information frequently and we rather be safe than sorry. Even I as an employee of ACPS I am required to show ID when picking up my own children from other ACPS schools. I ask that you respect this policy and cooperate when asked to show ID.**

Thank you for understanding and helping us maintain safe dismissal procedures for your child.

*Wanda R. Smith, Principal*

*Derek Adam, Assistant Principal*