



**CENTRAL ELEMENTARY SCHOOL**  
**STUDENT RELEASE GUIDELINES FOR 2016-2017**



**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.

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. Wells-Reichard, has been instructed to referred all phone call requests to me. **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.

Parents are encouraged to establish and maintain regular dismissal routines for the stability of their children and to avoid confusion. Whenever you are picking up your child, **you must provide a license or other photo identification and sign the student out on the computer in our Front Office. Parents can also show the CES issued Car Rider Pass. This applies to early release or regular dismissal.**

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

*Principal*