

DISMISSAL (End of the School day dismissal)

Bak has an established dismissal plan for the safety of all. Tri-Rail riders are dismissed first, followed by car riders and bus riders. Students must remain in their classrooms until their mode of transportation is called. Students who go home by car may only be picked up in the student pick-up/drop-off loop. Parents must stay in the car line until they reach the pick-up area where their child will enter the car. Students may not leave the pick-up area to go to their parent/car or walk off campus to a waiting car off campus (see Transportation).

DISMISSAL - EARLY DISMISSAL FROM SCHOOL

Students are expected to attend a full school day. In the rare instance that a student needs to leave school early, parents/students must follow the *Early Dismissal* procedure that is designed not to disrupt learning and to enforce safety/security requirements. **Failure to follow the early dismissal procedure will result in dismissal delays due to the staff's inability to go to the classroom and escort the student to Student Services.** Therefore, we are unable to get a student for early dismissal after 2:30 pm who have not followed procedures. Students who follow the Early Dismissal procedure may be released by their teacher until 2:50 pm.

Early Dismissal Procedure: The student must do the following:

1. Bring a note signed by the parent indicating the following: Student name, student ID number, grade level, the time the student is being picked up, and the name of the person who is picking up the student.
2. Bring the note to the back of Student Services in the morning and drop it in the metal drop box.
3. Show the early release pass (that was given to the student) to your teacher when you enter the class to inform the teacher that you will be leaving early (tell the time/show pass).
4. Leave at the appropriate time and go to Student Services (remind the teacher before leaving class).
5. **Person Picking up the student must follow the procedures below:**
 - Ensure that your name appears in SIS as a person who is permitted to pick-up the child.
 - Have your government I.D. out and ready to present
 - Push the “buzzer,” stand in front of the door, state your name, & explain the purpose for requesting entry.
 - Wait at the outside covered entryway until it is the appropriate time to be “buzzed” in.
 - Follow the directions of the office staff to sign-out the student.

School District Policy: Excessive early sign-outs or unexcused tardies will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. When a secondary student misses fifty (50) percent or more of a class period due to early dismissal or late arrival to school, the student shall be considered absent and marked absent (per SB Policy 5.09). Additionally, accumulated early dismissals/unexcused tardies may be recorded as unexcused absences consistent with Fla. Stat. § 1003.02(1)(b).