



Plainview Elementary School

Dismissal Procedures and Policy

At Plainview Elementary, we want to keep our students safe. Our **dismissal** procedures make sure that happens.

Parents and **guardians** may **pick up** their children any day. But before leaving with their child, they must **sign out**. Our office has records of every person **authorized** to pick up students. Students will not be **released** with someone who is not authorized. All **relatives** must be registered in the office before picking up students. Parents must call to **confirm** a relative is picking up their child.

Buses are provided for students living five or more miles from school. Students **line up** at the bus stop immediately after school. This allows our staff to supervise children waiting for the bus. It also guarantees the bus won't leave without everyone **aboard**.

Please remind your children to follow these rules. We understand that sometimes these policies may be inconvenient. Remember, these procedures keep our students safe. Thank you.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why is it important to follow dismissal policies?
- 2 What are some examples of good dismissal policies?

Reading

2 Read the dismissal policies. Then, choose the correct answers.

- 1 What is the purpose of the dismissal policies?
 - A to list bus options for parents
 - B to explain rules for students leaving school
 - C to tell parents about things students can do after school
 - D to welcome relatives to come to school
- 2 Which of the following is NOT mentioned in the dismissal policies?
 - A who is allowed to bring students home
 - B who is allowed to ride the bus
 - C where students riding the bus need to wait for the bus
 - D how to register to pick up a student
- 3 According to the policy, why do students need to line up at the bus stop?
 - A so the staff can supervise them
 - B so the school can be locked up
 - C so their parents know where they are
 - D so they can talk with each other

Vocabulary

3 Read the sentences and choose the correct words.

- 1 Parents can **guardian/pick up** their children any day.
- 2 Teachers can't **release/relative** students to a person who isn't registered.
- 3 A parent must **confirm/d dismissal** that his or her child is being taken home by an aunt.
- 4 Don't forget to **sign out/aboard** before leaving with a child.
- 5 The child rides the **authorized/bus** to get home from school.