

BIDDEFORD SCHOOL DEPARTMENT

Dismissing Students from School

BHS (9-12)

BMS (6-8)

BIS (4-5)

BPS (1-3)

JFK (Kindergarten)

No student shall be dismissed "early" from school without permission from the Principal or his/her designee. If the student is to be picked up, the custodial parent/guardian or designee shall report to the main office.

ONLY THOSE PEOPLE LISTED ON THE EMERGENCY SHEET WILL BE ALLOWED TO PICK UP YOUR CHILD AT SCHOOL.

This sheet is checked to see if the person wanting to pick the child up is listed. If not, we make an effort to contact the parent and if this is not possible, the child is not allowed to leave.

If the person whom the office personnel does not recognize appears at the school requesting dismissal of a student, office personnel may ask for photo identification.

This is done for the protection of your child and we thank you for your cooperation.

Student's Name: _____ **Teacher:** _____
(please print) (please print)

Mother's Name: _____ **Work #:** _____ **Home #** _____
(please print)

Father's Name: _____ **Work #:** _____ **Home #** _____
(please print)

The following people have permission to pick up my child:

<u>Name</u> (please print)	<u>Phone Number</u>	<u>Relationship</u> (please print)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____ **Date:** _____

You may update this list at any time during the school year by notifying the office or your child's teacher.

If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the office. This service can be done through the office in order to prevent classroom interruption.
