



**Official Procedure
of
Ogden Preparatory Academy**

7. Students

7.20.PRC.1 Student Dismissal Administrative Procedures

Effective/Revision Date: 04/08/2014

Page 1 of 1

School dismissal procedures are important for staff and students. Teachers attend weekly staff meetings and prepare for the next school day; Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day.

- Students must be picked up no later than 30 minutes after dismissal time.
- Dismissal times:
 - AM Kindergarten: 11:20 a.m. (11:50 a.m. if eating lunch)
 - All other students: 3:00 p.m.
- A record will be kept of students left at school for more than 30 minutes after dismissal time.
- After the third occurrence, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

Document History

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Legal References