

STUDENT DISMISSAL PRECAUTIONS REGULATIONS

I. Student Dismissal Rules and Procedures

The following rules and procedures shall apply to student dismissals:

- A. Identification of Those Authorized to Obtain Release From School. Parents or guardians may submit a written list and authorization of individuals who may obtain the release of their child(ren) from school. Such list shall be signed by the parent.

School principals shall maintain lists of individuals who are authorized to obtain the release of students from school. No student may be released to any individual, including a parent or guardian of the student, unless the individual's name appears on the list.

A parent or guardian may amend such list and authorization in writing, at any time.

- B. Copies of Court Orders Or Decrees. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of her/his child, shall be maintained by the Superintendent or by the building principal.
- C. Procedure For Person Seeking Release of Pupil From School. Any individual who wishes to obtain the release from school of any student, including the parent or guardian of said student, shall report to the school office and present identification deemed satisfactory by the principal. The Principal shall check the authorized list provided by the child's parent or guardian, as well as relevant court orders or divorce decrees, before releasing a student from school.
- D. Administrative Action in an Emergency. In the event of an emergency the Superintendent or the [acting] Principal may release a student to an individual whose name does not appear on the authorized list, but only after the Superintendent or Principal has contacted the child's parent or guardian directly, if possible, and the parent or guardian has approved the release, and the Superintendent or Principal has determined [for himself/herself] that an emergency exists.
- E. Release to a Non-Designated Person. A building principal or a designee may authorize release of a student to a non-designated person, even if there is no emergency, so long as there has been a prior written request for such release by the student's parent or guardian, which names, or otherwise identifies, the person to whom the student may be released, and so long as the building principal or a designee has verified such written request by telephone prior to releasing the student.