

REGULATION

2010

7111R

Students

SUBJECT: STUDENT DISMISSAL PRECAUTIONS

This Regulation is adopted by the Superintendent of Schools pursuant to the authorization specified in Board of Education Policy Numbers 1420 and 4320.

The Principal of each school in the district shall maintain lists of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released in the custody of any individual who is not the parent or guardian of the student unless the individual's name appears on the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent or guardian may amend, in writing, a list submitted pursuant to this regulation at any time.

Certified copies of any court order or divorce decrees provided by the custodial parent/guardian, which restrict a parent's/guardian's ability to seek the release of his/her child, shall be maintained by the Principal of each school. Prior to leaving the school, the parent/guardian or other individual must sign the student out, indicating time and reason. This log must be maintained for one year. Principals are encouraged to photocopy identification of any individual, other than a parent, who picks a child up.

Individuals seeking the release from school of a student must report to the school office and present identification deemed satisfactory by the school Principal. The Principal must check the authorized list and relevant court orders or divorce decrees before a student may be released.

The Principal may release a student to an individual not appearing on the approved list only if the Principal has determined that an emergency exists and the parent or guardian has been contacted by the Principal and has approved the release.

No student may be released early from school under their own authority for any reason, except for a secondary vocational assignment or employment authorized by the high school Principal. If extraordinary circumstances warrant the immediate removal of a student from school in order to assure the safety of students or faculty, the Principal may authorize a School Resource Officer to remove the student from school property for subsequent arrest or transfer to a School Resource Officer station.

Students may not be released from school during instructional hours without being accompanied by a parent or guardian or an individual authorized by the parent/guardian, unless the student has a shortened academic schedule due to a vocational assignment or authorized employment. Parents/guardians must complete the official consent document and the student must submit sufficient proof of employment to the school Principal to qualify for a shortened academic schedule to accommodate student employment. Students that are released from school during instructional hours to report to a vocational assignment or employment shall report to the main office and print their names and the departure time in the designated record.

Revised: November 30, 2010

