STUDENT PICKUP DURING THE SCHOOL DAY

PURPOSE: To ensure students always leave school in the custody of a safe adult who is authorized in writing to do so by a parent or legal guardian.

Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student early from school. Such authorization must be presented in writing and entered into the District's emergency contact database. Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card.

Legal guardians are automatically authorized to check their child out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/guardian's access to the child. Such instructions will be entered into the District's student information management system.

Adults who arrive at a school to check out a student must check in with the main office, sign an early release document and provide valid photo identification. The school office staff will check the signature and photo identification against the District's student information management system to ensure the adult is authorized by the parents to have physical custody of the child.

Adopted: December 2010