

**STUDENT DISMISSAL PRECAUTIONS REGULATION**

The Building Principal or his/her designee shall maintain a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual, who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Each school year, parents or guardians may submit a list of individuals authorized to obtain the release of their children from school. The signature of the parent or guardian must be on or attached to such list.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing.

The Building Principal shall maintain all 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 their child. Copies shall be kept in the student's cumulative folder and the student's file shall be notated.

If any individual seeks the release of a student from school, he or she must report to the school's Main Office and present identification deemed satisfactory by the Building Principal or his/her designee, who must check the authorized list and relevant court orders or divorce decrees before a student may be released. Particular caution should be exercised when the person seeking the release of a child exhibits to the school official an out-of-state custody order.

Early excuses for emergency reasons should be requested in writing by a parent/guardian. Medical releases are handled through the Nurse's Office. All other reasons for release must go through the school's Main Office. Building Principals shall create sign out procedures and clearly communicate these procedures to all parents as well as school staff.

In the event of an emergency, the Building Principal may release a student to some individual not appearing on the approved list **only** if the parent or guardian has been contacted by the Building Principal and has approved the release, and the Building Principal determines that an emergency exists.