

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3440 P-1

RELEASE OF STUDENTS DURING SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The release of a student during the school day may be authorized in accordance with the following procedures.

- A. ~~Students under eighteen years of age shall be released from school custody to custodial parents, legal guardians, foster parents, agencies with legal custody, law enforcement officers, or others duly authorized by a person exercising custodial rights over the student. The principal shall be responsible for administering this procedure.~~

State law requires that school personnel not remove, cause to be removed or allow to be removed a student from school grounds during school hours without the consent of the student's parent or guardian, unless the employee is the student's parent or guardian, the employee is providing bus transportation, the employee is supervising an extracurricular activity and providing transportation for the student, or the student requires transportation for emergency medical care and the parent cannot be contacted. School security personnel may remove a student from school with parental authorization for disciplinary reasons, and anyone officially responding to a 911 emergency call may remove a student without prior parental authorization.

- B. Proper authorization shall consist of prior permission of the parent, guardian or agency with legal custody; a warrant or court order; or on an emergency basis determined by the principal. **Law enforcement officers, upon proper identification, may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school.** The student will be signed out.
- C. Any person seeking a student release must be either personally known to school district staff or must provide proper identification to school authorities.
- D. Both parents shall exercise equal custody rights unless legal documents provide otherwise.
- E. If the written permission to release is questionable, school district staff shall attempt to contact the custodial person by telephone to verify release or on an emergency basis prior to releasing custody of the student.
- F. School district staff should contact the custodial person **as soon as possible** by telephone after student **is released** pursuant to a warrant, court order or other release of custody.
- G. School district staff shall contact local law enforcement officials at the first sign of disruption or trouble regarding student release.

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- H. School district staff shall rely on school records to determine custodial rights unless the individual situation provides cause for concern. In this event or in the event that school records are unclear, school district staff are directed to contact local law enforcement agencies. Parents are responsible to provide the school with current legal custodial rights documents.

- I. Principals will annually inform parents of the circumstances under which students will be released from school.

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