

BUCKNER ELEMENTARY SCHOOL POLICY

RELEASE OF STUDENTS

9002

TOPICS

STATEMENT

a. Release from School

A student shall be allowed to leave school only with a parent, guardian, or custodian, except in situations as outlined in section b. “Emergencies” and section c. “Exceptions” of this policy. If picking up a child prior to the dismissal at the end of the school day, the parent, guardian, or custodian must sign the student out in the school office. The school staff may ask for identification if the person picking up the student is not recognized.

b. Emergencies

Parents, guardians, or custodians will be required to identify person(s) to be listed on the student’s enrollment card who can be contacted in case of illness or emergencies. In the event of an emergency when the parent, guardian, or custodian cannot be reached, the school will release the student to the identified person(s) upon verification of identity with picture identification.

c. Exceptions

If the situation arises whereby a parent, guardian, or custodian cannot pick up the student from school, or in situations in which alternate arrangements for pick-up are made on a regular basis, the parent, guardian, or custodian must notify the school, in writing, before the time of dismissal, as to who will be picking up the student.

d. Custody Situations

If there is a custodial situation in which a parent is denied access to a student, the parent, guardian, or custodian with court ordered custody of the child shall notify the school office immediately of the problem, state who has the authority to pick up the child, and provide the school with a copy of the court order denying access. The school will maintain a file of custody documents and will not release a child to a parent who has been denied access by the court.

If a problem arises between two parents, guardians, or custodians which cannot be settled immediately, the principal, counselor, or office manager shall make the determination to whom the child shall be released. If, for reasons of the safety of the child, the principal, counselor, or office manager cannot determine to whom to release the student, he/she shall contact the proper authorities, including the Oldham County Board of Education, Cabinet for Families and Children, and/or the police.