

CAMBRIAN SCHOOL DISTRICT
Board Policy

Administrative Procedure 5112.6

Adopted: June 11, 2002

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STUDENTS

Pupil Withdrawal from School

- I. Students shall be released during the school day *only through the school office*. A sign- out procedure shall be established by each school.
- II. A student may only be released (*through the school office*) to his parent/guardian or designee listed on the emergency card.

In cases of divorce or legal separation, a court order indicating custodial parent is required in order to prevent the release of a child to either parent.

1. It is the responsibility of the custodial parent to inform the principal. A copy of the court order shall be placed in the child's cum folder.
2. The principal shall request that the parent inform his/her child of the court order.
3. The principal shall notify the child's teacher of the court order.

- III. A student shall be released (*through the school office*) to a law enforcement official when the student is being taken into legal custody.

When a principal or other school official releases a minor pupil of such school to a peace officer for the purpose of removing the minor from the school premises, such school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken.

(Ed. Code 48913)

- IV. Students may be released to adults other than parent/guardian, or law enforcement official, if written permission from the parent or guardian is presented.
 - A. The principal may release the child to leave campus on a telephone request, if the parent or guardian is known to the principal.
 - B. All telephone requests shall be verified by the principal.