

Adopted: October 24, 2024

Reviewed: _____

Twin Cities International Schools
SCHOOL DAY PICK UP AND DROP OFF OF STUDENTS (543)

I. PURPOSE

To ensure students are safely and appropriately picked up or dropped off during the school day.

II. GENERAL STATEMENT OF POLICY

The executive director will establish and maintain regulations that include safety guidelines for parent/guardian pickup and drop off of their children after the school days starts and before the school day ends.

III. COURT ORDERS

To limit access to a student, a custodial parent is required to file a copy of the form entitled “Notification of Court Order or Restraining Order” with the school. The custodial parent’s request will remain in effect until the date identified in the custody agreement in the Court Order or in the Restraining Order, or, until the individual named in the legally binding order produces a more recent order granting access to the student. The school will keep a record of the students who are not to be released to various people.

IV. REQUEST TO LEAVE SCHOOL

Parents/guardians must notify the school if a student(s) needs to be picked up early for appointments or other reasons. Parents/guardians may notify the school in writing prior to the time the student(s) needs to be picked up. Parents/guardians may also come into the school to make the request at the time of pick up. Regulations apply to non-custodial parents as well as custodial parents.

The written request should include the following:

- A. Date the note is written
- B. Teacher’s name
- C. Full name of student(s)
- D. Date(s) of release
- E. Reason for release
- F. Approximate time of pick-up
- G. Name of person who will be picking up the student(s)
- H. Signature of legal parent/guardian
- I. Telephone number where legal parent/guardian could be contacted

Notes should be given to the student’s teacher and then sent to the school office. Any changes from the original note should be called to the school office by the legal parent/guardian.

V. RELEASING STUDENT(S)

The person designated to pick up student(s) between their regular arrival/departure times will do so at the school office and:

- Identify student(s) being picked up
- Sign in on designated form
- School personnel will verify that the person(s) picking up the student(s) are authorized to do so by checking the parent/guardian note, the emergency forms, and any court orders
- If the adult is unknown by the office personnel, a driver's license, or some form of identification will be required
- School personnel will contact the teacher to dismiss the student(s)
- Student(s) will be asked to identify the person
- Student(s) will always be released from the school office in the presence of school personnel

VI. EMERGENCY SITUATIONS

The person/persons picking up student(s) in an emergency situation should report to the school office and:

- Identify the student(s) being picked up
- Explain the emergency and sign in
- If the adult is unknown by the office personnel, a driver's license or some form of identification will be required
- School personnel will make an appropriate phone call to verify the emergency if the pick-up person is someone other than the legal parent/guardian
- Student(s) will always be released from the school office in the presence of school personnel

VII. PHYSICAL ACCESS TO STUDENTS DURING THE SCHOOL DAY

All parents, whether custodial or non-custodial, and guardians may visit a student at school or remove a student from school, provided the parent/guardian complies with the school's visitor policy and does not disrupt the student's program of education. Parents/guardians must sign in at the school office at all times before visiting the classroom.

VIII. OTHER ISSUES

This Policy does not guarantee that a student will only be released to the custodial parent, nor that a custodial or non-custodial parent will never be present in the school building as a volunteer, spectator, or parent of other children in the building.

IX. DEFINITIONS

- A. "Custodial parent" means the parent who has physical custody of the child.
- B. "Custody" refers to the rights and responsibilities of a parent with respect to a child, including the right to physical access and the right to make decisions with respect to the child's health, education, and welfare in the best interests of the child.

- C. “Educational records” are records that are (a) directly related to the student and (b) maintained by the school or an employee or agent of the school.
- D. “Guardian” is defined as a person, other than a parent, who has lawful custody of a child, as established by a court order.
- E. “Legal custody” is the right to make decisions, including educational decisions, for a child.
- F. “Joint legal custody” means that both parents have equal rights and responsibilities, including the right to participate in major decisions determining the child’s upbringing, including decisions regarding the child’s education.
- G. “Joint physical custody” means that the routine daily care and control and the residence of the child is structured between the parties.
- H. “Non-custodial parent” means a parent who does not have physical custody of a child at the time the right as a parent is asserted. In the case of a court order giving a third party (such as legal guardian grandparents or foster parents) the right to physical custody of a child; both biological parents are non-custodial parents. Non-custodial parents can have joint legal custody of their children.
- I. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
- J. “Physical access” includes the right to visit with and be visited by the child during school hours and on school property.
- K. “Physical custody” means the routine daily care and control and the residence of the child.