

STUDENT RELEASE FROM SCHOOL

I. Presumption:

- A. The District will assume that either parent has equal authority to obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.
- B. The District will assume that, if a parent has provided the District with a copy of a court order or other legally binding instrument pertaining to the parent's right to obtain or direct the release of his/her child, the most recent such order or instrument that has been provided to the District will be controlling.

II. Established List:

- A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained in the Main Offices.
- B. Parents may add or delete names from the established list during regular business hours. No parent will be allowed to change the list unless he/she is first able to verify to the District's satisfaction his or her identity with a photo identification.
- C. There will be only one established list per student. If parents cannot agree on the contents of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents have joint and equal physical custody, both parents must agree to add a name to the established list.
- D. Parents may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.

III. Procedure For Regular Release:

- A. The District will only release a student to his/her parents (except if one parent has provided the District with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons whose names are listed on the established list.
- B. In the event of an emergency, as determined by the District, a student may be released to an individual not appearing on the established list, but only if the parent or identified emergency contact has been contacted, and he/she gives verbal permission for the release of the student.

POLICY

STUDENTS

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- C. Any individual who seeks the release of a student from school must report to the main office and present identification to the satisfaction of the K-12 Administrator or designee.

- IV. The District does not permit the release of students from the school session for purposes of private instruction other than provided by law or during a free period, in which case a written request from the parent or legal guardian for such release shall be presented and acted upon by the building principal.

Waterville Central School District

Legal Ref: Section 3210, New York State Education Law

Adopted: 01/13/98

Revised: 11/08/16