

STUDENT DISMISSAL PRECAUTIONS

1. A child may be picked up from school either by the parent/guardian/relative caregiver in person, or with a note signed by the parent/guardian/relative caregiver, authorizing another adult listed on the child's emergency card, which should be updated annually.
2. In order for a child to be released to someone other than an authorized adult on the emergency card, a note on the day of release signed by the parent or guardian must specify to whom the child is to be released. Photo identification must be presented upon request. If questions arise, the parent/guardian/relative caregiver may be contacted before the child is released.
3. Parents/authorized adults are required to report to the office in person and identify themselves to pick up a child; this right will not be denied a parent unless there is a legal document of non-visitation within the child's folder. A written request of denial from one parent against another will not be honored unless a legal custody document is on file detailing visitation and custody.
4. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, they may deny the release until the matter is resolved.
5. As we have no way of knowing who is calling, a child will not be released by a phone call. Exceptions to this will be at the discretion of a building administrator or their designee.
6. Children will not be released from the bus at any time until arrival at their regular stop. Any release from school or bus must initiate in the office of the school, with the parent/guardian/relative caregiver or authorized adult making the request.
7. Students who have reached the age of 18 can, according to law, release themselves from school. While 18-year-old students are of legal age to sign themselves out, they are subject to prosecution for truancy for failure to attend school as long as they are enrolled, 14 Del C. § 2730(a).

Adopted 12/15/09

Revised 1/27/14, 2/26/18, 4/27/26

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