



POLICY: RELEASE OF STUDENTS DURING THE SCHOOL DAY

Approved By Governing Board: September 9, 2026

Authority: NMSA 1978; FERPA; Student Protection Policy; Student Discipline Policy

PURPOSE

Siembra Charter High School is committed to maintaining the safety and security of students during the school day. Students shall only be released from school custody in accordance with this policy and applicable law.

RELEASE TO PARENT, LEGAL GUARDIAN, OR AUTHORIZED ADULT

Students may be released during the school day only to:

- A custodial parent or legal guardian with proper identification;
- An individual listed as an authorized emergency contact with proper identification; or
- An individual specifically authorized in writing by the parent or legal guardian.

School personnel shall verify the identity of any person requesting the release of a student through government-issued identification or other approved verification procedures.

CUSTODY ORDERS

The School shall rely upon school records reflecting custody.

Parents and guardians shall be responsible for providing the School with accurate and current custody orders and any legal documentation affecting student release. Prior written authorization from the custodial parent/legal guardian shall be required before releasing a student into someone else's custody, unless a substantiated emergency justifies an exception.

DISPUTES REGARDING CUSTODY

School personnel shall not attempt to interpret, mediate, or otherwise intervene in disputes between parents, legal guardians, or other individuals concerning the custody of or legal authority over a student. School personnel shall act in accordance with this policy, applicable law, valid court orders or other legally enforceable documentation provided to the School.

If a dispute or uncertainty arises concerning whether a student may be released to a particular individual, the School shall not release the student until authorized school personnel can reasonably verify that the individual has legal authority to take custody of the student or the matter is otherwise resolved. During that time, the student shall remain in a safe location under appropriate School supervision, unless a valid court order, law enforcement officer acting within the scope of lawful authority, or other applicable legal requirement directs otherwise.

The School may contact law enforcement when necessary to protect the safety of the student or





others, maintain order, or assist in resolving a dispute concerning the release of a student.

STUDENT REMOVAL FROM SCHOOL GROUNDS DURING THE INSTRUCTIONAL DAY

School personnel shall not remove or permit a student to be removed from school grounds during the instructional day without the prior consent of the student's parent or legal guardian. This restriction does not prohibit a school security officer or other authorized emergency responder from removing a student from school grounds without parental or legal guardian authorization when such removal is necessary for disciplinary, safety, or emergency-response purposes.

In a medical emergency or other situation involving an immediate threat to student health or safety, the School may authorize emergency medical treatment, transportation, or release of a student as necessary to protect the student's well-being.

Reasonable efforts shall be made to notify the parent or legal guardian as soon as practicable.

LAW ENFORCEMENT ACCESS

The School shall cooperate with law enforcement officers acting within the scope of their lawful authority while taking reasonable steps to protect student safety, privacy, and educational rights.

When practicable, the School shall verify the identity and agency affiliation of the law enforcement officer and immediately notify the Executive Director or designee of the officer's request.

The School shall notify the student's parent or legal guardian of the student's removal as soon as reasonably practicable, unless the law enforcement officer directs the School not to provide notice, notification is prohibited by law or court order, or circumstances otherwise make notification inappropriate or unlawful.

The School shall document the date and time of the removal; the student's name; the officer's name, identification number, and agency; the stated basis for the removal; whether any warrant, court order, or other documentation was presented; the time the student left School; and when and how the parent or legal guardian was notified.

STUDENT SIGN-OUT PROCEDURES

All student releases during the school day shall be documented through School sign-out procedures.

The School shall maintain records identifying:

- The student released;
- The person assuming custody of the student;
- The date and time of release; and
- The staff member authorizing the release.





DISRUPTIVE OR UNAUTHORIZED INDIVIDUALS

Individuals who fail or refuse to comply with School procedures, engage in disruptive conduct, or attempt to remove a student without proper authorization may be denied access to the student and directed to leave school property.

Law enforcement may be contacted when necessary to maintain safety and security.

CONFIDENTIALITY

Student information and release records shall be maintained in accordance with FERPA, applicable privacy laws, and the School's Records Retention and Destruction Policy.

CROSS REFERENCES

- [Student Protection Policy](#)
- [Student Discipline Policy](#)
- [Reporting Child Abuse, Neglect, and Educational Neglect Policy](#)
- [Records Retention & Destruction Policy](#)

