

STUDENT DISMISSAL PRECAUTIONS REGULATION

Upon enrollment of a student, parents (which includes parents, guardians, and persons in parental relation) will be asked for the name and contact information of emergency contacts, other individuals who are authorized to pick up students from school or school functions, and other persons authorized to take custody of the student in the parent's absence, including legally-designated Standby Guardians and/or Persons in Parental Relationship. The district will ask parents to verify and update this information at the start of each school year. District staff will follow up with parents who have not provided this information and stress its importance.

The Superintendent of Schools or designee shall maintain a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual not the parent of the student, unless the individual's name appears upon the list.

Parents may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The district will take precautions to verify the parent's identity when making such changes.

Parents may amend a list submitted pursuant to this regulation at any time, in writing, which may be done electronically as long as the district can verify the parent's identity.

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of their child, shall be maintained by the Superintendent.

Any individual seeking the release from school of a student must report to the school office and present identification deemed satisfactory by the Superintendent or designee, who must check the authorized list and relevant court orders or divorce decrees before a student may be released. Particular caution should be exercised when the person seeking the release of a child presents to the school official an out-of-state custody order.

Early excuses for emergency reasons should be requested in writing by a parent. Medical releases are handled through the Nurse's Office. All other reasons for release must go through the Main Office, and students must be picked up in the Main Office. The person seeking the release must sign the register in the office.

In the event of an emergency, the Superintendent may release a student to some individual not previously provided by the parent only if the parent has been contacted by the Superintendent and has approved the release, and the Superintendent determines that an emergency exists.

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