

STUDENT DISMISSAL PRECAUTIONS

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the name of the person seeking release of the student appears on a list provided by the parent or guardian. A parent or guardian may amend a list submitted pursuant to this policy at any time, so long as the amendment is in writing.

Parents are urged to make appointments for the children with physicians, dentists, special tutors, etc., after school hours. However, if early release of a student is necessary, the parent or guardian must provide the district with a written statement of the date, time, reason for the release, and the individual to whom the district is to release the student. Students cannot be excused without an advance written request by the parent or guardian or, in the event of extenuating circumstances, a phone call to the main office, and must be released in care of parent/guardian, or an individual that is on a list of approved persons provided by the parent/guardian.

A student may be released to either parent unless a custodial parent supplies the Building Principal with a certified copy of a court order or divorce decree designating one parent as the custodial parent.

Student releases for medical reasons must be submitted to the School Nurse's office. All other student releases must be submitted to the School Office. All students must be picked up in the School Office. The person seeking release of a student must sign a register in the School Office.

In the event of an emergency, the Building Principal may release a student to some individual not appearing on the written list provided by the student's parent or guardian if the Building Principal determines an emergency exists and the parent or guardian directly communicates his/her approval of the release to the Building Principal.

The Superintendent may establish regulations necessary to implement this policy, which shall be submitted to the Board for adoption and be posted in conspicuous places.

Ref: Education Law §3210(1)(c)

Adoption date: August 16, 2010