

Release of Children to Adults

Policy 5020

April 9, 1990

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The Board of Education believes that the safety of children is paramount. Accordingly, the release of children from school into the care of adults will only be authorized when the regulations below are met.

Guidelines

1. All student records must contain up to date information regarding the custodial parent(s)/guardian(s). Such information will include address, home phone number, and work phone number. In addition, the records shall show an appropriate contact person for situations when the custodial parent(s)/guardian(s) cannot be reached. Any additional parental "access arrangements" shall be included in the student file.
2. Teachers may not authorize the release of students from school.
3. Where a valid reason exists to release the student from school the principal is authorized to make this decision. The principal shall only release a child to adults duly authorized in the student record. The principal may only release a child to another adult when the principal is in possession of written approval from the custodial parent(s)/guardian(s).