

Removal/Release of Student During School Hours

1. Students under eighteen years of age shall be released from school custody to custodial parents, legal guardians, foster parents, agencies with legal custody, law enforcement officers, or other persons duly authorized by a person exercising custodial rights over the student. The only exceptions shall be where emancipated status is legally recognized when children under eighteen are in the military or married to an adult. The principal shall be responsible for administering this procedure.
2. Proper authorization shall consist of prior written permission of the parent, guardian or agency with legal custody; a warrant or court order; or on an emergency basis determined by the principal.
3. Prior to releasing a student into another person's custody, school enrollment records shall be consulted to ascertain custody and whether any restrictions exist.
4. Written release is required prior to surrendering custody of a student.
5. Any person seeking a student release must be either personally known to school district staff or must provide proper identification to school authorities.
6. Both parents/guardians shall exercise equal custody rights unless legal documents provide otherwise.
7. School district staff shall attempt to contact the custodial person by telephone to verify release based on written permission or on an emergency basis prior to releasing custody of the student.
8. School district staff shall contact the custodial person by telephone after student release pursuant to a warrant, court order or other release of custody.
9. School district staff shall contact local law enforcement officials at the first sign of disruption or trouble regarding student release.
10. School district staff shall rely on school records to determine custodial right unless the individual situation provides cause for concern. In this event or in the event that school records are unclear, school district staff are directed to contact local law enforcement agencies.