

Category: 8000 - Students	Policy Number: 8763
Policy Title: Releasing Students to Authorized Individuals	Effective Date: September 9, 2003

The Board recognizes its responsibility for the proper care of students during school hours. To ensure student safety, the superintendent, building principals and the transportation department are required to establish and follow procedures for student checkout and release of students to parents/guardians. Students shall not be removed from school grounds, any school building, school bus or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student.

**Reference: 8473p, "Releasing Students to Authorized Individuals" Procedure
4470, "Visitors to the Schools"
8755, "Relationship Between School and Law Enforcement"**

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Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 8755.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Bus drivers will not release a student to go with a non-custodial parent without the knowledge of the school. They will radio the school to get confirmation of the appropriate consent and student should show the driver a written note from the custodial parent.
7. Police should be called if a visitor becomes disruptive or abusive.

**Reference: 8755, "Relationship Between School and Law Enforcement"
8763p, "Releasing Students to Authorized**