

## Students

### Student Dismissal Precautions

No student under the age eighteen (18) 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 individual seeking release of the student has the parent's written permission. If a student is to be released to a person, who is not indicated on the emergency card/permanent pick-up list, written consent specifying to whom the student shall be released, the date, and under what circumstance(s) will be provided by the parent/guardian. In the event that a student shall be released to a supplemental program, the parent/guardian will also provide such written notification to the school.

In case of an emergency, the Principal may release the student to some person, to whom written parental/guardian consent has not been provided, only if the parent/guardian has been contacted by the Principal and has approved the release, and the Principal determines that an emergency exists.

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 to the contrary.

Policy adopted: September 8, 2003  
Policy revised: May 7, 2012

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

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The building Principal of each school in the district shall maintain lists (emergency medical cards may be used in place of the lists) of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears upon the list. If a student is to be released to a person, who is not indicated on the emergency card/permanent pick-up list, written consent specifying to whom the student shall be released, the date, and under what circumstance(s) will be provided by the parent/guardian. In the event that a student shall be released to a supplemental program, the parent/guardian will also provide such written notification to the school.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing.

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 Principal of each school.

If any individual seeks the release from school of a student he or she must report to the school office and present identification deemed satisfactory by the building Principal. The Principal must check the authorized list and relevant court orders or divorce decrees before a student may be released.

In the event of an emergency the Principal may release a student to some individual not appearing on the approved list only if the parent of guardian has been contacted by the Principal and has approved the release, and the Principal determines that an emergency exists.

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May 7, 2012

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