

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR

STUDENT DISMISSAL PRECAUTIONS/EARLY RELEASE

POLICY 5112

No student may be released from school early to anyone other than their parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian. A student may be released early to either parent unless a custodial parent supplies the building principal with a certified copy of a court order or divorce decree which provides evidence to the contrary. 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 building principal. In the event a parent/guardian presents an out of state custody order, the building principal will forward the order to the Superintendent of Schools or designee. The Superintendent of Schools or designee will review the out of state custody order and make a determination as to whether the student may be released early based upon their review.

Parents or guardians may submit a list of individuals authorized to obtain the early release of their child(ren) from school at the time of the child's enrollment. The signature of the parent or guardian must be on or attached to such list. A parent or guardian may amend the list of individuals authorized to obtain the early release of their child(ren) from school at any time, in writing. The building principal shall maintain a list of individuals who are authorized to obtain the early release of students in attendance in the School District. No student may be released early to the custody of any individual other than the parent or guardian of the student, unless the individual's name appears upon the list provided or, in the case of emergency, the procedure noted above has been followed.

In case of emergency, a parent/guardian may authorize the early release of their child to an individual not listed by providing written notice to the building principal in the form of an email, facsimile transmission or written note, signed by the parent/guardian. The building principal is permitted to release the student early to this alternate individual only where they have verified by telephone call that the parent/guardian has made the written request. If any individual seeks the early release from school of a student, they must report to the school office and present identification deemed satisfactory by the building principal, who must check the authorized list and relevant court orders or divorce decrees before a student may be released.

Parents are urged to make appointments with physicians, dentists, specialists, etc., after school hours. If a request is necessary, parents should submit advanced written request of the date, time and reason for the early release. Medical releases are handled through the Nurse's Office.

All other reasons for an early release must go through the Main Office, and students must be picked up in the Main Office. The person seeking the early release must sign the register.

Cross-Ref: Policy 5150 School Safety Plans and Teams

Ref: Education Law §3210(1)(c)

Adoption Date: May 22, 2019

Revised: November 20, 2024