

No student may be released from school early to anyone other than his/her 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 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 his/her designee. The Superintendent of Schools or his/her designee will review the out of state custody order and make a determination as to whether the student may be released early based upon his/her review.

Parents or guardians may submit a list of individuals authorized to obtain the early release of their children 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 his/her 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 his/her 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 he/she has 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 he or she 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, special tutors, etc., after school hours. If a request is necessary, parents should make note of the date, time and reason for the early release. Children cannot be excused without advance written request by parent/guardian, and must be released early in the care of parent/guardian, unless otherwise noted. Early release of a student for emergency reasons should be requested in writing by a parent/guardian. 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 in the office.

Cross-Ref: Policy 5150 School Safety Plans and Teams

Ref: Education Law §3210(1)(c)

Adoption Date: May 22, 2019