



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

DISMISSAL AND RELEASE OF STUDENTS FROM SCHOOL | 8020.1

Rules regarding the dismissal of students are a necessary part of the District's safety program. The following administrative procedures are intended to implement Policy 8020, which establishes uniform criteria for dismissing students from school and for releasing students to persons other than their parent, guardian, or Relative Caregiver at times other than normal after school dismissal.

Releasing Students to Noncustodial Parents

In accordance with Policy 8020, a child will be released to a noncustodial parent only if there is permission for doing so signed by the custodial parent on file with the school office. Office staff should be aware of all custodial information/contact information. Additionally, information should be entered in eSchool.

Releasing Students to Persons Other Than Their Parent, Guardian, or Relative Caregiver

A daily log of the release of students to persons other than parents, guardians, or Relative Caregivers shall be kept at all schools. The log shall contain the student's name, the name of the individual to whom the student is released, and the time of release.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.