



Dismissal and Release of Students from School

Students
Policy
8020

Policy Statement

Release Time for Students

- Permission for students to leave during the school day, including during the lunch hour, shall be granted only by the principal or his/her designee.
- High school students, except for fifth year seniors, shall normally be enrolled for a full day. In extenuating circumstances, the principal shall consult with the Superintendent for permission to grant an exception.

Student Dismissal

- No school or grade shall be dismissed before the regular school ending time without the specific authorization of the Superintendent.
- No teacher shall permit an individual student to leave school prior to the regular dismissal time without the specific authorization of the principal.
- Unless written permission is received from a parent/guardian, no student shall be permitted to leave school prior to the regular dismissal time at the request of or in the company of anyone other than a
 - school employee
 - police officer
 - court official
 - emergency medical responder
 - parent/guardian or Relative Caregiver
- In emergency situations permission for release to a person not listed above may be granted by telephone, with the identity of the caller verified as a parent/guardian.
- Before release of a student to a parent/guardian, the principal or designee shall ensure the person's identify. A student shall be released to either parent if joint custody is part of the school record or if no custody information is available. A student shall be released to a parent who does not have custody only with written permission on file from the parent with sole custody.
- A student shall not be released to a person under the age of 18 unless that person is the parent/guardian or the school has received prior written authorization to release the student to a family member under age 18.
- By law, students aged 18 or over may release themselves from school.
- Additional precautions may be taken by school administrators as appropriate to the age of students.
- No student shall be left on District property unsupervised at the end of the school day or a school-sponsored event.

	<p><u>Releasing to Persons Other than a Parent/Guardian</u></p> <ul style="list-style-type: none"> ▪ A student shall be released to a person other than the parent/guardian only under the following conditions: ▪ The parent/guardian has made a request in writing or, in case of an emergency, verbally, to release the student(s) to a specifically named adult who presents picture identification to a school employee ▪ The student is being transported in the following circumstances: <ul style="list-style-type: none"> ▪ For law enforcement by an officer or agent of a city, county, or state agency ▪ For medical treatment by certified or qualified medical emergency personnel ▪ All reasonable attempts shall be made to notify the parent/guardian if a student is transported under such circumstances. <p><u>Policy Implementation and Distribution</u> The Superintendent shall develop procedures to implement this policy and distribute it widely to the community.</p>	
Definitions	<i>Parent/Guardian:</i> either parent (unless a legal sole custody agreement is on file at the school), a legal guardian as designated in school records, or a court-approved Relative Caregiver	
Responsibility	The Superintendent shall be responsible for compliance.	
References	<p>1 Del. C. §7014 14 Del. Admin. C. §881</p> <p>Related policies: (None)</p> <p>Related documents: Red Clay Consolidated School District Administrative Memorandum “Dismissal and Release of Students from School”</p>	
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