

**555 STUDENTS RELEASE FROM SCHOOL**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for student release from school.

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**II. GENERAL STATEMENT OF POLICY**

1. Only a principal or designee may allow a student to leave the school while school is in session. Teachers and other school personnel must have prior approval from a principal or designee before releasing a student to leave the school.
2. No pupil is to be released from school to go with any adult other than the mother, father, guardian, or known sibling without the following information being obtained:
  - a. The name of the person with whom the child is going.
  - b. A verification of the validity of the reason for release.
  - c. A verification of the destination
3. When parents are divorced, children of non-custodial parents may be released only upon the written request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. The schools shall not take part in other arrangements with non-custodial parents.