

POLICY 5.11

4-A I recommend the Board adopt the proposed revisions to Policy 5.11, entitled "Releasing Children from School."

[Contact: Ron Armstrong, 434-8821; or JulieAnn Rico Allison, PX 48500]

Adoption

CONSENT ITEM

- This proposed revision of the Policy incorporates provisions from Directive 5.21 and suggestions from a principal and School District attorneys. This Policy supersedes Directive 5.21
- Paragraph (2)(c) (lines 24-31) was added by request of the Director of Student Services, consistent with current District practices under Directive 5.21, recognizing that 16- and 17-year old students with a valid driver's license and their own transportation to leave campus with prior express parental authorization and the principal's permission for valid educational reasons such as attending a dual-enrollment course at the community college.
- This item was approved as a first reading/development on the consent agenda of the Jan. 13 meeting. The development notice was published on Nov. 25, 2002, and January 6, 2003. This final text has been available for public comment for 28 days as required by law. The adoption notice was published on January 19, 2003.

POLICY 5.11

RELEASING CHILDREN FROM SCHOOL

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- 2 1. The principal, presiding administrator, or teacher principal's designee of a school
3 shall definitely establish the identity and authority of any person who requests the
4 release of a student from school. To qualify as the principal's designee for
5 releasing students, the school employee must receive training on this Policy.
- 6 a. Each school principal shall review this Policy annually with all school
7 personnel.
- 8 b. A copy of this Policy should be placed for easy reference in the school's
9 student release book.
- 10 2. Students shall not leave school grounds during the school day except with the
11 permission of the principal/designee and in the company of the custodial
12 parent/guardian or approved designee as set forth in Sections (2) and (3) of this
13 Policy; or upon the principal/designee's permission with appropriate authorized
14 District personnel; or as allowed in paragraphs (2)(c)-(d) or Section (4) below.
- 15 a. In all instances, a valid, acceptable, documented reason must be provided to
16 the principal/designee before the release is allowed. The principal/designee
17 shall maintain an accurate record of every student's release during school
18 hours.
- 19 b. These provisions for release of students also apply to students being sent
20 home or otherwise suspended by the principal/designee. If an appropriate
21 adult is not available to accompany the student being sent home, the
22 principal/designee shall keep the student on campus until release to an
23 appropriate adult can be made, or until the end of the school day.
- 24 c. A student of age sixteen (16) or seventeen (17) having a valid driver's license
25 and his/her own transportation may depart from school grounds
26 unaccompanied by a parent/guardian or authorized school employee during
27 the school day for a documented legitimate educational purpose (such as
28 attending a dual-enrollment course at the community college), provided the
29 student has the express permission of the principal/designee and the advance
30 specific notarized written authorization of the custodial parent/guardian, and
31 the principal/designee maintains an accurate record of the release.

- 32 d. A student eighteen (18) or older and having a valid driver's license and his/her
33 own transportation may depart from school grounds unaccompanied by a
34 parent/guardian or authorized school employee during the school day only if
35 the student has the express permission of the principal/designee for a
36 documented valid purpose and the principal/designee keeps an accurate
37 record of the release and promptly notifies the custodial parent/guardian.
- 38 3. If the person requesting the release of the student is other than the parent or
39 guardian, the principal or designee ~~the teacher~~ concerned shall check the student's
40 Emergency Health and Safety Information Card, completed at the time of
41 registration for the current school year, to determine who has authority to remove a
42 student from campus.
- 43 a. The person, other than the student's own parent/guardian, requesting to
44 remove the student must provide positive photo identification, and a record
45 thereof shall be recorded by the principal/designee.
- 46 b. If the person representing the parent/guardian is not listed on the student's
47 Emergency Health and Safety Information Card, the principal/designee shall
48 not release the student to that person.
- 49 c. The principal/designee must be satisfied beyond a reasonable doubt that the
50 request for release conforms to the wishes of the custodial parent(s)/guardian,
51 parent or guardian who has custody of the student. (In the case of a child
52 born out of wedlock, the mother is deemed to be the presumptive custodial
53 parent and natural guardian, unless the putative father presents an official
54 Florida court order to the contrary.)
- 55 d. If the principal's designee has any concern about releasing a student under
56 these procedures, the designee shall contact the principal for assistance. If
57 the principal has any concern about releasing a student, the principal shall
58 contact the area superintendent for assistance.
- 59 4. If A student may be ~~is~~-physically removed from the school grounds by a law
60 enforcement officer and/or Department of Children and Families (DCF) official
61 without parental permission. However, effort should must be made to inform give
62 advance notice to the student's parent or guardian (unless the DCF official directs
63 otherwise in writing), of the time for removal and the identity of the officer or DCF
64 official who removes such student. The principal/designee should not release the
65 child until:

- 66 a. the authenticity of the law enforcement or DCF official's authority has been
67 established by the officer's/official's display of appropriate official
68 documentation, including photo identification (and by the principal's/designee's
69 contacting the agency through the telephone number listed in the latest
70 telephone book, if there is any reasonable doubt about the authenticity and
71 current status of the photo ID);
- 72 b. the principal/designee has requested to make a copy of the DCF official's or
73 law enforcement officer's documented authority, which should be maintained
74 on file at the school;
- 75 c. the law enforcement officer or DCF official has signed the school's release
76 book, which each school site must maintain. The entry should indicate the
77 date, time, student's name and address, the name and title of the officer or
78 official, and the department employing the officer; and
- 79 d. The principal/designee has recorded whether, when, and how the
80 parent/guardian was notified.

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82 Statutory Authority: §§ 1001.41 (2) 230.22(2); 1001.43(1)(c), FS Fla. Stat.
83 Laws Implemented: §§ 39.301; 1001.41(1), (3) 230.22(2); 1001.43(1)(c); 985.207,
84 FS Fla. Stat.
85 History: New: 2/18/72; Revised: 4/6/83; ___ / ___ / 03

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.11 and finds it legally sufficient for development by the Board.

Attorney

Date