

POLICY 5.11

5-D I recommend the Board approve the proposed revisions to Policy 5.11, entitled "Releasing Children from School."

[Contact: Dr. Joseph Orr, 649-6888; or JulieAnn Rico Allison, PX 48500]

Development

CONSENT ITEM

- This proposed revision of the Policy incorporates provisions from Directive 5.21 and suggestions from a principal and School District attorneys.

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 with the appropriate District personnel with the principal/designee's
14 permission; or as set forth in Section (4) below.
- 15 a. In all instances, an valid, acceptable, documented reason must be provided to
16 the principal/designee before the release is allowed.
- 17 b. These provisions for release of students also apply to students being sent
18 home or otherwise suspended by the principal/designee. If an appropriate
19 adult is not available to accompany the student being sent home, the
20 principal/designee shall keep the student on campus until release to an
21 appropriate adult can be made, or until the end of the school day.
- 22 c. A student eighteen (18) or older and having his/her own transportation may
23 depart from school grounds unaccompanied by a parent/guardian during the
24 school day only if the student has the express permission of the
25 principal/designee for a valid purpose and the principal/designee notifies the
26 custodial parent/guardian.
- 27 3. If the person requesting the release of the student is other than the parent or
28 guardian, the principal or ~~designee~~ ~~the teacher~~ concerned shall check the student's
29 Emergency Health and Safety Information Card, completed at the time of
30 registration for the current school year, to determine who has authority to remove a
31 student from campus.

- 32 a. The person, other than the student's own parent/guardian, requesting to
33 remove the student must provide positive photo identification, and a record
34 thereof shall be recorded by the principal/designee.
- 35 b. If the person representing the parent/guardian is not listed on the student's
36 Emergency Health and Safety Information Card, the principal/designee shall
37 not release the student to that person.
- 38 c. The principal/designee must be satisfied beyond a reasonable doubt that the
39 request for release conforms to the wishes of the custodial parent(s)/guardian,
40 parent or guardian who has custody of the student. (In the case of a child
41 born out of wedlock, the mother is deemed to be the presumptive custodial
42 parent and natural guardian, unless the putative father presents an official
43 Florida court order to the contrary.)
- 44 d. If the principal's designee has any concern about releasing a student under
45 these procedures, the designee shall contact the principal for assistance. If
46 the principal has any concern about releasing a student, the principal shall
47 contact the area superintendent for assistance.
- 48 4. ~~If~~ A student may be ~~is~~ physically removed from the school grounds by a law
49 enforcement officer and/or Department of Children and Families (DCF) official
50 without parental permission. However, effort should must be made to ~~inform~~ give
51 advance notice to the student's parent or guardian (unless the DCF official directs
52 otherwise in writing), of the time for removal and the identity of the officer or DCF
53 official who removes such student. The principal/designee should not release the
54 child until:
- 55 a. the authenticity of the law enforcement or DCF official's authority has been
56 established by the officer's/official's display of appropriate official
57 documentation, including photo identification (and by the principal's/designee's
58 contacting the agency through the telephone number listed in the latest
59 telephone book, if there is any reasonable doubt about the authenticity and
60 current status of the photo ID);
- 61 b. the principal/designee has requested to make a copy of the DCF official's or
62 law enforcement officer's documented authority, which should be maintained
63 on file at the school;
- 64 c. the law enforcement officer or DCF official has signed the school's release
65 book, which each school site must maintain. The entry should indicate the

66 date, time, student's name and address, the name and title of the officer or
67 official, and the department employing the officer; and

68 d. The principal/designee has recorded whether, when, and how the
69 parent/guardian was notified.

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71 Statutory Authority: § 1001.41 (2)[230.22(2)]; 1001.43(1)(c) [230.23005(1)(c)], FS
72 Fla. Stat.

73 Laws Implemented: § 1001.41(1), (3) [230.22(1), (2), (3); 1001.43(1)(c);
74 [230.23005(1)(c)]; 39.301; 985.207, FS-Fla. Stat.

75 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