## **POLICY 5.11**

**5-I** 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 incorporates some provisions from the corresponding Directive and was reviewed by a school principal and several attorneys.

## **POLICY 5.11**

## RELEASING CHILDREN FROM SCHOOL

1. The principal, <u>presiding administrator</u>, or <u>teacher principal's designee</u> of a school shall definitely establish the identity and authority of any person who requests the release of a student from school.

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- a. To qualify as the principal's designee for releasing students, the school employee must receive training on this Policy.
  - b. Each school principal should review this Policy annually with all school personnel.
    - c. A copy of this Policy should be placed for easy reference in the school's student release book.
- 2. If the person requesting the release of the student is other than the parent or guardian, the principal or <u>designee</u> the teacher concerned shall <u>check the student's</u>

  Emergency Health and Safety Information Card, completed at the time of registration for the current school year to determine who has authority to remove a student from campus.
  - a. The person, other than the student's own parent/guardian, requesting to remove the student must provide positive identification, and a record thereof shall be recorded by the principal/designee.
  - b. <u>If the person representing the parent/guardian is not listed on the student's Emergency Health and Safety Information Card, the principal/designee shall not release the student to that person.</u>
  - c. The principal/designee must be satisfied beyond a reasonable doubt that the request conforms to the wishes of the <u>custodial parent(s)/guardian</u>. <del>parent or guardian who has custody of the student</del>. (In the case of a child born out of wedlock, the mother is deemed to be the presumptive primary residential parent and natural guardian, unless the putative father presents an official Florida court order to the contrary.)
- 3. If A student <u>may be is</u>—physically removed from the school grounds by a law enforcement officer <u>and/or Department of Children and Families (DCF) official</u>
  without parental permission. However, effort should <u>must</u> be made to inform give advance notice to the student's parent or guardian (unless the DCF official directs otherwise in writing), of the time for removal and the identity of the officer or DCF official who removes such student. The principal/designee should not release the child until:
- 35 <u>a. the authenticity of the law enforcement or DCF official's authority has been</u> 36 <u>established by the officer's/official's display of appropriate official</u>

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	through the to	elephone nu	mber l	isted in the	latest telep	hone bo	ook;		
<u>b.</u>	the principal/	<u>'designee ha</u>	ıs requ	<u>lested to n</u>	nake a cop	y of the	DCF (	official	's o
	law enforcem	nent officer's	docui	mented au	thority, whi	<u>ch shou</u>	ld be r	<u>nainta</u>	<u>inec</u>
	on file at the	school;							
<u>C.</u>	the law enfo	rcement offi	cer or	DCF offic	<u>ial has sig</u>	ned the	schoo	l's rele	ease
	book, which	each schoo	l site r	must maint	tain. The	entry sh	ould ir	ndicate	e the
	date, time, s	tudent's nan	ne and	d address,	the name	and title	of the	office	er o
	official, and the	he departme	nt emp	oloying the	officer; and	<u> </u>			
<u>d.</u>	The principa	al/designee	has	recorded	whether,	when,	and	how	the
	parent/guard	ian was notif	ied.						
<u>Statuto</u>	ry Authority:	§ 1001.41	<u>(2)</u> [23(	0.22(2)], <del>F</del> \$	S-Fla. Stat.				
Laws Implemented:		§ 1001.41(1), (2) [230.22(1), (2); 39.301; 985.207, FS-Fla. Stat.							
History	:	New: 2/18/	72; Re	evised: 4/6/	/83; <u>/</u>	<u>/</u>			
	<u>c.</u> <u>d.</u> <u>Statuto</u> <u>Laws</u> Ir	through the to b. the principal/law enforcen on file at the c. the law enfo book, which date, time, sofficial, and to d. The princip parent/guard	through the telephone nu b. the principal/designee has law enforcement officer's on file at the school; c. the law enforcement office book, which each school date, time, student's nan official, and the department of the principal/designee parent/guardian was notificed.  Statutory Authority: § 1001.41 Laws Implemented: § 1001.41	through the telephone number I b. the principal/designee has requ law enforcement officer's docur on file at the school; c. the law enforcement officer or book, which each school site is date, time, student's name and official, and the department emp d. The principal/designee has parent/guardian was notified.  Statutory Authority: § 1001.41 (2)[230] Laws Implemented: § 1001.41(1), (2)	through the telephone number listed in the b. the principal/designee has requested to n law enforcement officer's documented au on file at the school;  c. the law enforcement officer or DCF office book, which each school site must mainted date, time, student's name and address, official, and the department employing the d. The principal/designee has recorded parent/guardian was notified.  Statutory Authority: § 1001.41 (2)[230.22(2)], FS Laws Implemented: § 1001.41(1), (2) [230.22(1)]	through the telephone number listed in the latest telephone the principal/designee has requested to make a copplaw enforcement officer's documented authority, white on file at the school;  c. the law enforcement officer or DCF official has signed book, which each school site must maintain. The date, time, student's name and address, the name official, and the department employing the officer; and d. The principal/designee has recorded whether, parent/guardian was notified.  Statutory Authority: § 1001.41 (2)[230.22(2)], FS-Fla. Stat. Laws Implemented: § 1001.41(1), (2) [230.22(1), (2); 39.30]	through the telephone number listed in the latest telephone be been the principal/designee has requested to make a copy of the law enforcement officer's documented authority, which shou on file at the school;  c. the law enforcement officer or DCF official has signed the book, which each school site must maintain. The entry she date, time, student's name and address, the name and title official, and the department employing the officer; and d. The principal/designee has recorded whether, when, parent/guardian was notified.  Statutory Authority: § 1001.41 (2)[230.22(2)], FS-Fla. Stat.  Laws Implemented: § 1001.41(1), (2) [230.22(1), (2); 39.301; 985.2]	through the telephone number listed in the latest telephone book:  b. the principal/designee has requested to make a copy of the DCF of law enforcement officer's documented authority, which should be rounded at the school;  c. the law enforcement officer or DCF official has signed the school book, which each school site must maintain. The entry should in date, time, student's name and address, the name and title of the official, and the department employing the officer; and d. The principal/designee has recorded whether, when, and parent/guardian was notified.  Statutory Authority: § 1001.41 (2)[230.22(2)], FS-Fla. Stat.  Laws Implemented: § 1001.41(1), (2) [230.22(1), (2); 39.301; 985.207, FS-Fla.	<ul> <li>b. the principal/designee has requested to make a copy of the DCF official law enforcement officer's documented authority, which should be maintated on file at the school;</li> <li>c. the law enforcement officer or DCF official has signed the school's release book, which each school site must maintain. The entry should indicated date, time, student's name and address, the name and title of the officer official, and the department employing the officer; and</li> <li>d. The principal/designee has recorded whether, when, and how parent/guardian was notified.</li> <li>Statutory Authority: § 1001.41 (2)[230.22(2)], FS-Fla. Stat.</li> <li>Laws Implemented: § 1001.41(1), (2) [230.22(1), (2); 39.301; 985.207, FS-Fla. Stat.</li> </ul>

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Legal Signoff:		
The Legal Department has for development by the Boa	eviewed proposed Policy 5.11 and finds it legally sufficied.	ent
Attorney	 Date	