

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
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.
 - 5 a. To qualify as the principal's designee for releasing students, the school
6 employee must receive training on this Policy.
 - 7 b. Each school principal should review this Policy annually with all school
8 personnel.
 - 9 c. A copy of this Policy should be placed for easy reference in the school's
10 student release book.
- 11 2. If the person requesting the release of the student is other than the parent or
12 guardian, the principal or designee ~~the teacher~~ concerned shall check the student's
13 Emergency Health and Safety Information Card, completed at the time of
14 registration for the current school year to determine who has authority to remove a
15 student from campus.
 - 16 a. The person, other than the student's own parent/guardian, requesting to
17 remove the student must provide positive identification, and a record thereof
18 shall be recorded by the principal/designee.
 - 19 b. If the person representing the parent/guardian is not listed on the student's
20 Emergency Health and Safety Information Card, the principal/designee shall
21 not release the student to that person.
 - 22 c. The principal/designee must be satisfied beyond a reasonable doubt that the
23 request conforms to the wishes of the custodial parent(s)/guardian, parent or
24 guardian who has custody of the student. (In the case of a child born out of
25 wedlock, the mother is deemed to be the presumptive primary residential
26 parent and natural guardian, unless the putative father presents an official
27 Florida court order to the contrary.)
- 28 3. ~~If~~ A student may be ~~is~~ physically removed from the school grounds by a law
29 enforcement officer and/or Department of Children and Families (DCF) official
30 without parental permission. However, effort should must be made to inform give
31 advance notice to the student's parent or guardian (unless the DCF official directs
32 otherwise in writing), of the time for removal and the identity of the officer or DCF
33 official who removes such student. The principal/designee should not release the
34 child until:
 - 35 a. the authenticity of the law enforcement or DCF official's authority has been
36 established by the officer's/official's display of appropriate official

- 37 documentation and/or by the principal's/designee's contacting the agency
38 through the telephone number listed in the latest telephone book;
39 b. the principal/designee has requested to make a copy of the DCF official's or
40 law enforcement officer's documented authority, which should be maintained
41 on file at the school;
42 c. the law enforcement officer or DCF official has signed the school's release
43 book, which each school site must maintain. The entry should indicate the
44 date, time, student's name and address, the name and title of the officer or
45 official, and the department employing the officer; and
46 d. The principal/designee has recorded whether, when, and how the
47 parent/guardian was notified.
48

49 Statutory Authority: § 1001.41 (2)[230.22(2)], FS-Fla. Stat.
50 Laws Implemented: § 1001.41(1), (2) [230.22(1), (2); 39.301; 985.207, FS-Fla. Stat.
51 History: New: 2/18/72; Revised: 4/6/83; / /

Legal Signoff:

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

Attorney

Date