*Policy*

**STUDENT DISMISSAL PRECAUTIONS**

*Code* **JLIB** *Issued* **DRAFT/19**

No staff member will excuse any student from school prior to the end of the school day or into any person’s custody without the direct prior approval and knowledge of the building principal. The principal will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student’s parent/legal guardian. The parent/legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal.

Students who become ill during the day may not leave before obtaining permission from the office.

# Release of Student to Noncustodial Parent

For students whose parents are divorced, the school will dismiss the student only into the custody of the parent with legal custody. The school will release the student to either parent if the parents are divorced and have joint custody. The school will release the student to a noncustodial parent only if there is a permission form for doing so signed by the custodial parent on file at the school office.

If possible, the school should obtain a copy of the parent’s custody papers to have on file in the event the other parent attempts to remove the student from school.

## Adopted ^