

# Fallbrook Union Elementary School District

## RELEASE OF STUDENT FROM SCHOOL

### Emergency and Non-Emergency Procedures

These procedures establish District uniform criteria for releasing students to their custodial parent/guardian and non-custodial individuals in Emergency and Non-Emergency situations. These procedures are to be followed during the school day and after school hours.

#### Unauthorized Student Release Request

If an individual appears at the school or contacts the school requesting the release of a student during school hours without custodial parent/guardian consent, no removal shall be permitted until contact is made with the custodial parent/guardian. If custodial parent/guardian consent cannot be obtained, no student shall be released.

#### Student Release in Emergency Situations

Emergencies include but are not limited to a student accident, a natural disaster, a power outage, a school closure, significant student discipline, or another situation of imminent danger for student's wellbeing.

1. School officials identify/verify the student's custodial parents/guardian from the student's emergency card on file in the school office, and attempt contact.
2. If custodial parent/guardian is not available at time of emergency contact, school officials will call alternate contact people listed on the emergency card.
3. The person picking up the student should be prepared to show picture identification. This identification must be copied and placed with the sign-out log for future reference.
4. In all cases, the emergency person (parent or emergency contact) needs to sign the student out (sign-out log), indicating they have picked up the child, noting the date, time, relationship, and purpose for pick-up (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**).

NOTE: In Emergency situations, students will only be released to custodial parent/guardian or individuals listed on the student's emergency card. If you want your child to be released to a specific person during an emergency, that person must be identified and listed on the emergency card.

#### Student Release in Non-Emergency Situations

Non-Emergencies include a doctor/dentist appointment, a personal family matter, a change in normal student pick-up procedure, or a situation that does not pose an immediate danger for the student. A custodial parent /guardian may request Non-Emergency Release of their child or a school may request of the custodial parent/guardian a Non-Emergency release of a student (i.e. illness, discipline, suspension etc.).

### **Non-Emergency Parent Request for Student Release**

1. A student may never be released early from the school day without the consent of the custodial parent/guardian unless the student is in the 7<sup>th</sup> or 8<sup>th</sup> grade and needs to attend a confidential doctor' appointment, or students needing to be released from school for protective/safety purposes by child welfare services or law enforcement with appropriate documentation.
2. The parent must request a student's release by phone, in writing, or in person.
3. If the parent requests the student be picked up by an individual other than the parent/guardian, then the parent/guardian must notify school officials either by phone, in writing, or in person.
4. School personnel must be able to identify/verify the custodial parent /guardian with whom they are speaking, using the attached guidelines (Authorization to Release Student from School during School Hours). Required information to be noted includes the date, pick –up time, and relationship to the person to student/family (i.e., uncle, cousin, neighbor, significant other, etc.), and purpose for the pick-up.
5. At time of pick-up, the person must show identification, which will be copied and placed with the sign-out log for future reference. In all cases, the person should sign a log indicating that they have picked up the child, noting the time, relationship, and purpose of the pick-up.
6. The releasing school employee must verify the person's identification to ensure this person is who the parent requested and then sign, date and file Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1) the custodial parent/guardian; 2) to a contact person listed on the student's emergency care; 3) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

### **Non-Emergency School Request for Student Release**

1. School officials must identify/verify the student's custodial parent/guardian from the student's emergency card on file in the school office, and attempt contact.
2. If custodial parent/guardian is not available at the time of contact, school officials will call alternate contact people listed on the emergency card.
3. Should the parent and other emergency contacts be unable to pick-up the student, a parent may authorize release of their student to an alternate adult by phone or in writing.
4. The person picking up the student should be prepared to show picture identification and this identification needs to be copied and placed with the sign-out log for future reference.
5. In all cases, the person must sign the student out indicating they have picked up the child noting the date, time, relationship, and purpose of pick-up.
6. The releasing school employee must verify the person's identification to ensure this person is who the parent requested and then sign, date, and file the Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1) the custodial parent/guardian; 2) to a contact person listed on the student's emergency care; 3) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

### **After School Student Release Late Pick-Up**

1. The school shall comply with all requirements of the California Constitution and Education Code to ensure student safety.
2. Custodial parent/guardian will be called. If parent/guardian cannot be reached, the authorized persons listed on the emergency card will be called to pick-up the student.
3. Anyone picking up a child who is not on the emergency card will need to be approved through direct phone call or written authorization from the parent/guardian. The person's identity must be verified before the child may leave school grounds.
4. The person should be prepared to show identification, which will be copied and placed with the sign-out log for future reference.
5. In all after-school cases, when not listed on the emergency card, the person to whom the student is being released must sign a log in the school office indicating that they have picked up the child noting the date, time, relationship, and purpose of pick-up **(Reference Authorization to Release Student from School during School Hours form and Student sign-out log).**