

STUDENT EARLY DISMISSAL PRECAUTIONS REGULATION

The superintendent of the Bethlehem Central School District or his/her designee shall maintain a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual not the parent(s)/guardian(s) of the student, unless the individual's name appears upon the list.

Parent(s)/guardian(s) may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent(s)/guardian(s) must be on or attached to such list.

The parent(s)/guardian(s) may amend a list submitted pursuant to this regulation at any time, in writing.

Certified copies of any court orders or divorce decrees provided by the custodial parent(s)/guardian(s), which restrict a parent/guardian's ability to seek the release of their child, shall be maintained by the superintendent.

If any individual seeks the release from school of a student, they must report to the school office and present identification deemed satisfactory by the superintendent or his/her designee, who must check the authorized list and relevant court orders or divorce decrees before a student may be released. Particular caution should be exercised when the person seeking the release of a child exhibits to the school official an out-of-state custody order.

Early excuses for emergency reasons should be requested in writing by the parent(s)/guardian(s). Medical releases are handled through the Nurse's Office. All other reasons for release must go through the Main Office, and students must be picked up in the Main Office. The person seeking the release must sign the register in the office.

In the event of an emergency, the superintendent or his/her designee may release a student to some individual not appearing on the approved list only if the parent(s)/guardian(s) has been contacted by the superintendent or his/her designee and has approved the release, and the superintendent or his/her designee determines that an emergency exists.

Adoption date: June 19, 2002

Reapproved date: May 22, 2019