

**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**

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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.  
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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.

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Attorney

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Date