



ADMINISTRATIVE POLICY

Release from School: Student

INS-A022

Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.
<http://www.salk12.or.us/content/qam/qam-documents>

1. A student may be released from school to parents or other persons in parental relationship, or to persons representing the parent or other persons in parental relationship, only if the principal or his/her designee is satisfied that the authorization is valid by means of one of the following:
 - 1.1. Telephone conversation with the parent or other person in parental relationship.
 - 1.2. Note signed by the parent or other person in parental relationship.
2. Upon direct request of the parent or other person in parental relationship, a student may be released for the following purposes:
 - 2.1. To meet counseling, dental and medical appointments, providing that such appointments are kept at the lowest possible minimum during the school day.
 - 2.2. To participate in special religious exercises or holidays, or to receive religious instruction.
 - 2.3. To take individual music lessons from private teachers for a period of time not to exceed the equivalent of one school period per week in middle and high schools provided such lesson coincides with a school music class or study period.
 - 2.4. Other approved educational activities.
3. In case of family dissension (divorce, step-parents, separation, etc.), a student may be released only when the legal custodian makes such request.
4. A student may be released to a police officer taking the student into lawful custody.
 - 4.1. In a non child abuse case, school personnel, with consent of the police officer, shall attempt to notify the parents or other persons in parental relationship of such action.
 - 4.2. Investigation by police officers:
 - 4.2.1. With consent of the investigating officer, school personnel shall notify the parents or other persons in parental relationship of such investigation.
 - 4.2.2. With consent of the investigating officer, the school authority shall be present during the interview if the parent or other person in parental relationship cannot be contacted.
5. Investigation of child abuse reports by Child Protective Services (DHS) or law enforcement agencies:
 - 5.1. If the investigation is conducted on school premises, in accordance with the statutes, the school administrator shall first be notified that the investigation is to take place, unless the school administrator is the subject of the investigation.
 - 5.2. The principal or his/her designee may, at the investigator's discretion, be present to facilitate the investigation.
 - 5.3. The principal or his/her designee will advise Child Protective Services (DHS) or the law enforcement agency making the investigation of the student's disabilities, if any, prior to the interviewing of the affected student.
 - 5.4. District staff shall not reveal anything that transpires during an investigation except that staff may testify at any subsequent trial resulting from the investigation, and may be interviewed by the respective litigants prior to any such trial.
 - 5.5. Information relating to an investigation shall not become a part of a student's school records.
6. District transportation shall not be provided when students are released.



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Implementing Procedures:

Revision History:

Date	Revision	Description
01/18/13		Document Approved

Approved By: Level Office Director (*approval on file*)