

Policies

Newport Public Schools

No. 5169

Students – Administrative Policies - Releasing Student to the Custody of Persons Other Than Their Parents or Legal Guardians

Page 1 of 2

The following procedure shall be followed when releasing a child to the custody of persons other than a recognized custodial parent or guardian.

1. The decision to release a child to other than a custodial parent or guardian shall be made by a Principal or Assistant Principal.
2. Custodial parents and/or guardians of students may provide the school with a list of individuals empowered to pick up their children. No student shall be released to the custody of any individual whose name does not appear on this list.
3. Persons so listed who seek to pick up a student from school shall, unless personally known to the Principal, Assistant Principal or relevant teacher, are required to provide a valid photo ID (driver's license or RI Identification Card) before any student is released into their custody. If the proposed release is to a person not listed, who is an employee of the Department of Children, Youth and Families, or the Police, a telephone verification shall be made with the individual's employer and every attempt shall be made to contact the parents or guardians via telephone prior to releasing the child.
4. Any attempt to pick up a student by an unauthorized person shall be reported to the student's parents or guardians. If the student involved in an unauthorized pick-up attempt attends a known after-school program, the Principal or Assistant Principal shall alert the Director of that program of the incident.
5. A daily log of the release of students to other than custodial parents or guardians shall be kept at all schools. The log shall contain the student's name, the name of the individual to whom the student is released, the time of the release, and the individual's ID number, if any, and their auto license plate number, if any.

Nothing in this policy shall prevent students from traveling alone, to and from school, unless the student's parents or guardians have specifically alerted the school principal that they or a person designated by them will pick up the student.

History: JEDB, 10/9/61

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