
AURORA PUBLIC SCHOOLS
Adopted November 1977
Recoded November 1998
Revised September 2007

APS Code: JLIB

STUDENT DISMISSAL PRECAUTIONS

Students shall be released during the designated school day only to the custodial parent/guardian, and/or any persons listed in the district student information system as emergency contacts.

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The parent(s), guardian or legal custodian (the term legal custodian shall mean all such persons) shall be those persons identified as such on the student's enrollment and census registration form.

A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the release is authorized by the legal custodian. Questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student's legal custodian. Further, the principal may demand that written authorization be confirmed by telephone or in person.

When a person attempts to change the rights of release involving the originally stated legal custodian, the principal shall, prior to the release of the student:

1. request the person asking for a change to produce a certified Colorado court order, with official seal and signature, authorizing such a change. Orders from other than Colorado courts will not be recognized;
2. request the person asking for a change to provide a copy of the court order for the student's record. The principal shall state on the copy that the original court order has been verified and that it is a true copy; and
3. notify the person presumed to be the student's legal custodian of the attempted change.

Principals receiving a communication requesting a change in the authorization to release a student shall advise the author of District procedures.

When a District employee has reason to believe that a student has been, or is likely to be, removed from school grounds by a person other than the legal custodian, the principal shall be notified immediately.

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When the principal believes that an unauthorized person may attempt to remove a student from school grounds, the principal shall use reasonable means to prevent such from occurring. When necessary, the principal shall contact the appropriate local law enforcement agency or officers to request assistance. The principal shall also contact the student's legal custodian.

If the principal concludes that a student has been removed by an unauthorized person, the principal shall immediately contact the student's legal custodian and the appropriate local law enforcement agency or officer.