

## **RELEASE FROM SCHOOLS (STUDENTS)**

Children are to be released from school only into the custody of their parents or legal guardians, or to those persons recognized to have custody of the child, or into the custody of other persons with the permission of the parents or legal guardians.

1. The school must maintain school records identifying the names of the parents, legal guardians or those recognized as having custody for each student.
2. The School Principal will ensure each teacher has access to a list of parents, legal guardians or those recognized as having custody for each student in the class.
3. If there is any doubt in the teacher's mind concerning releasing a child into custody, the matter should be referred to the School Principal, Vice-Principal or if neither is available, the Teacher in Charge.