

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.
4. In cases where there is disagreement between parents / guardians about who is authorized to pick up a child from school, the following principles will apply unless there is a court order on file preventing any of the above from picking up the student. The student will be released to:
 - i. either birth parent;
 - ii. the spouse of either birth parent;
 - iii. a court-appointed legal guardian (documentation of legal guardianship is required);
 - iv. any other person so authorized in a court order on file with the school;
5. School staff shall not be asked to prevent the release of a student to any of the persons listed in 4 unless there is a court order on file at the school that prevents that person from picking up the student