



POLICY STATEMENT 338

SUBJECT: RELEASE OF STUDENTS DURING SCHOOL HOURS

AUTHORITY: Education Act, Section 28(2)(c); NB Reg. 97-150,25(1(c)) **EFFECTIVE:** Nov. 12, 1998

RESPONSIBILITY: Principal **REVISED:** September 1, 2004
November 29, 2014

REFERENCE: Family and Community Services Act, Section 31(1), (2) **PAGE:** 1 of 2
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Statement:

The Superintendency recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures.

- 338.1 Students shall be released during school hours only when the Principal or designate is assured that the person making the request is the custodial parent/guardian or authorized designate.
- 338.2 A student may be removed from school under the following circumstances:
- a) Law enforcement officers may be contacted by school administration to remove a student from school without parent authorization for disciplinary/safety reasons. Residential parents should be contacted as soon as possible.
 - b) Anyone officially responding to a 911 emergency call may remove a student without prior parental authorization.
 - c) Any agency must have a written administrative or court order directing the school district to give custody:
 - i. Proper identification is required before the student may be released.
 - ii. Social Workers employed by Family and Community Services may have access to a student during school hours upon the presentation of a “Note of Protective Care”.
 - iii. Where the representative of Family and Community Services believes a “report of information” about any situation which leads to a suspicion that a child may be in danger, it shall be investigated and measures taken to protect the child.
 - d) A student may be released to his or her residential parent. When in doubt as to who has custodial rights, the school enrolment records must be relied upon. (Parents have the burden of furnishing schools with accurate, up to-date information.)
 - e) Both the father and mother of the child are equally entitled to access to the child, unless access is denied (form attached) and a court document is provided.
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- f) Prior written authorization from the residential parent or guardian is required before releasing a student into non-custodial custody, unless an emergency situation justifies a waiver.

338.3 Students involved in work-based learning programs or co-curricular activities may be allowed to have early release from school according to the procedures established for those programs under the school's guidelines.