

AP 1600 Appendix D: Emergency Student Release Procedure

Background

These guidelines are intended to support school principals to prepare their school student release procedures.

Procedures

1. Release of students may be advised by public safety officials or authorized by the principal or superintendent whenever a condition exists warranting such action. Such conditions include earthquake, flood, severe winter storm, etc.
2. Parents will be advised of these release criteria and procedures, in writing by the principal, at the beginning of each school year using Appendix E and F.
3. All students will remain under the supervision and care of the school until released to a parent or authorized designee.
4. Students will only be released to an authorized adult listed on the Student Identification Emergency Release Form.
5. Students must be signed out by the student's parent/guardian or emergency contacts.
6. Students who are not picked up or who are unable to proceed home will be kept at the school or at the designated evacuation site.
7. Parents are responsible for notifying the persons designated as authorized emergency contacts for their children so that they are aware that such authorization has been given and are aware of any medical needs of the child.