



Superintendent's Circular

NUMBER:
SAF-08
Version 01

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

This Circular will remain in effect unless rescinded or superseded by a subsequent version

School leaders/principals must use extraordinary care in releasing a child to a parent or guardian. Such care should be further emphasized when an administrator has been informed that a court order exists prohibiting release of that child to a certain person or persons. It is essential to exercise extreme caution in this area to prevent a parent or guardian from attempting to remove a child from school. It is both essential and mandatory that school leaders/principals regularly update the Student Emergency Information Card (Form 460).

If telephone notification is received from a parent or guardian to release a student to a third party, it is the responsibility of the building administrator to verify. A suggested procedure is to ask for the telephone number from which the party is calling, cross-check that number with the information from the emergency card, and then call the party back at that number.

School leaders/principals must require proper identification from any person removing a child from school. **No child is to be released to anyone other than a custodial parent without the parent's consent and proper identification.**

School leaders/principals should note that the Department of Children and Families (DCF) has statutory authority to take

immediate custody of any child if DCF has reasonable cause to believe that such action is necessary to protect the child from abuse or neglect. In such cases, the child will be brought before the court on the next business day. Such emergency measures are usually taken without the consent of the parent. However, before school leaders/principals release any child to an agent of the DCF, the agent should be required to present their official photo identification and prepare a simple signed statement to the effect that the Department of Children and Families is exercising its authority to take immediate custody of the child on the grounds of suspected abuse or neglect.

Under no circumstances should a child be sent to any location by way of a taxicab, or any other transportation service based solely on notification received by telephone.

School leaders/principals having doubts about the release of a student should immediately contact the Boston Police Department by calling 911 and Boston Public Schools Safety Services Department at 617-635-8000.

There are some situations in which parents have authorized a third party to transport their children to or from school on a regular basis in a van, bus, or some vehicle other than that assigned by the BPS Transportation Department. School leaders, principals, and program directors must obtain written permission from such parents authorizing alternative transportation arrangements. The attached form, Parent Permission to Release Student to Authorized Persons, must be completed by the parent before administrators put a child into a vehicle operated by a third party.

It is important to record the name of the driver, the name of the bus company (if applicable), the type of vehicle, and the vehicle registration number. School leaders, principals, and program directors are to retain a copy of each completed form.

For more information about this circular, contact:

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| Owner: | Office of Legal Advisor Director |
| Department: | Office of Legal Advisor |
| Mailing Address: | 2300 Washington Street, Roxbury, MA 02119 |
| Phone: | 617-635-9320 |
| Fax: | 617-635-9327 |
| Email: | Operations-Department-Heads@bostonpublicschools.org |

OR

| | |
|------------------|--|
| Owner: | Chief of Safety |
| Department: | Safety Services |
| Mailing Address: | 213 Townsend Street, Dorchester, MA 02121 |
| Phone: | 617-635-8000 |
| Fax: | 617-635-8006 |
| Email: | Operations-Department-Heads@bostonpublicschools.org |

Mary Skipper, Superintendent

PARENT PERMISSION TO RELEASE STUDENT TO AUTHORIZED PERSONS

The Boston School Department is concerned about the safety and wellbeing of all students and consequently will release a child to a third party (someone other than the parent or legal guardian) only with the parent's or guardian's written authorization. If you plan to release your child to a third party, you must complete this form and return it to the principal of your child's school.

Date_____

I, as parent or guardian, give permission for [print name of student]

to be transported to and/or from the [print name of school]

by [name of third-party driver]

from [start date] _____ to [end date] .

I further understand that [name of third-party driver]

_____ will be responsible for my child's transportation services and safety. I release the Boston School Department from any liability in case of any accident, injury, and/or other claim as a result of the Boston School Department releasing my child to the person or agency named above.

Signature of Parent/Guardian:

Home/Cell Phone Number:

Work Phone Number:

Address:

Name of third-party company or individual:

Phone Number:

Type of vehicle (check as appropriate):

☐ Van ☐ Bus ☐ Automobile ☐ Other Vehicle

Vehicle Registration Number: