

# **LEBANON SCHOOL DISTRICT**

POLICY: 238  
SECTION: PUPILS  
TITLE: PARENT OF RECORD  
ADOPTED: November 19, 2018

## **238. PARENT OF RECORD**

### **Guidelines**

A student may only be dismissed, prior to the end of the school day, by the school principal or designee to a parent or legal guardian. Either parent or the child's legal guardian may authorize the school principal or designee, in writing, to dismiss the student to another individual acting as a temporary/guardian/custodian. In emergency situations, verbal release permission may be accepted if contact is initiated by the principal or designee through a provided emergency contact number and follow-up written permission is obtained in a timely manner.

The above applies unless the school principal or designee is in possession of a legal court document disallowing the same. The principal or designee has the right to deny release permission, verbal or written, to any party other than the parent or legal guardian of the student.

School records shall be open to inspection to either parent and/or the child's legal guardian, subject to the same restrictions/limitations described above, and to applicable restrictions/limitations in the law and/or Board policy.