

## 4320 Custody of Students

Policy 4320

STATUS: **FOR REVIEW**

---

### *CUSTODY OF STUDENTS*

Board Approved and Codified: February 24, 1986

Last Revised: June 19, 2012, November 2025

---

#### Description:

The Board of Education directs that all schools shall guard and protect the legal custody and identity of students in attendance in our schools.

1. A school shall not give custody of a student to any person whatsoever, except to the custodial parent(s) or legal guardian, unless specifically authorized ~~in writing~~ by the custodial parent or legal guardian
2. A school shall not give names, addresses or other student information to anyone except to the custodial parent(s), legal guardian or to those persons specifically authorized ~~in writing~~ by the custodial parent or legal guardian.

## 4320 Custody of Students

Regulation 4320

STATUS: **NEW – FOR REVIEW**

---

### *CUSTODY OF STUDENTS*

Board Approved and Codified:

Last Revised:

---

Description:

#### **Release of Students**

1. A school shall not give custody of a student to any person, except to the custodial parent/parents or legal guardian, unless:
  - a. The custodial parent/legal guardian has provided authorization naming the individual.
  - b. The school has confirmed the identity of the person picking up the student.
  - c. In situations of uncertainty or dispute, the student remains under school supervision until clarification is obtained.

#### **Protection of Student Information**

2. Information requests from organizations, agencies or extended family members must be referred to the school principal and may require additional documentation such as a sharing of information consent form.

#### **Verification of Legal Custody**

3. Where a custody agreement exists, schools should ensure that up-to-date documentation of custody and guardianship (such as court orders or guardianship agreements) are on file and references in the student information system where appropriate. Staff must be aware of the legal decision-making authority, access, and information sharing expectations.