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| BOARD POLICIES | METRO TECHNOLOGY CENTERS STUDENT RELEASE FROM A CENTER DURING CLASS TIME (BP-10013) | The on-line version of the policy is official. Therefore, all printed versions are unofficial copies. |
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1.0 POLICY:

When a District official is confronted with a request to withdraw a student from class, reasonable steps should be taken to ensure that the withdrawal is acceptable. The following procedures should be used to determine whether or not to release the student.

- A. Ask the person making the request for identification.
- B. Ask what the person's relationship is to the student.
- C. Consult the center's records to determine if the records support the information supplied by the person requesting the withdrawal.
- D. Permit the withdrawal if the records raise no inconsistency.

If the records indicate that the person making the request is not the person suggested by the records as the one who customarily picks up the student or is not the person who has legal custody of the student, the official must investigate the situation more diligently. The following procedures should be used where applicable if there is an inconsistency between student record information and a request for release of a student:

- A. Ask for written notice authorizing the person to pick up the student.
- B. Call and inquire of the person who the records indicate should in fact be withdrawing the student from class.
- C. Determine where the student is being taken and call the place/person where or to whom the student is being taken to authenticate the information being given by the person who wants to pick up the student.
- D. Consult the particular student involved to determine if the student has any knowledge of the need to be withdrawn. If the student reacts adversely to the situation or disagrees with the request for the withdrawal, the District official must take more affirmative measures to ensure that everything is legitimate and proper (e.g., confront the student involved and the person making the request, with the official monitoring the discussion).

If a person comes to a center to remove a particular student from the center and presents a certified copy of a legal document, such as a court order (state of Oklahoma only), purporting to place such person in legal custody, the official should permit this student to be removed. The official should be satisfied that the document's reflection of who has custody of the student is genuine. If the situation or the document is suspicious, the official may want to call the court wherein the document is filed and ask the clerk if such a document is in the court file. If the document is not consistent with court records, the student must not be released.

2.0 LEGAL REFERENCE: 70 O.S. § 6-114

3.0 CROSS REFERENCE: N/A

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4.0 REVISION HISTORY:

| <u>Date:</u> | <u>Revision</u> | <u>Description of Revision:</u> |
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| October 8, 1984 | A | Adopted |
| September 11, 1995 | | Reviewed |
| September 22, 2003 | B | Reformatted |
| December 15, 2003 | C | Legal references reviewed and revised as necessary |

5.0 PCF FRAMEWORK #: 4.2.4.1 Track student attendance

***** End of Policy *****