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## DISTRICT ADMINISTRATIVE RULE

### JGFC-R Dismissal Precautions

1/7/13 x/x/24

#### 1 RATIONALE/OBJECTIVE:

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3 The Cobb County School District recognizes concerns for the welfare of students from their entry  
4 on a school bus or school property to their return to the bus stop or when they leave school  
5 property. Part of that responsibility is to assure that students are not removed from school by an  
6 unauthorized person.  
7

#### 8 RULE:

##### 9 10 A. DISMISSAL PRIOR TO THE END OF THE SCHOOL DAY:

11 A student shall be dismissed from school prior to the end of the school day only by one of the  
12 following methods:

- 13 1. The parent(s)/guardian(s) enrolling adult shall appear in person and request that the  
14 principal release the student; or
- 15 2. The parent(s)/guardian(s) enrolling adult shall make the request in writing, explaining  
16 the reason for requesting early dismissal and identifying and designating the person, if  
17 any, to pick up the student; or
- 18 3. The parent(s)/guardian(s) enrolling adult shall make the request by telephone to a local  
19 school staff member designated by the principal; however, the school reserves the right to  
20 require a written request or personal appearance by the parent(s)/guardian(s) before  
21 dismissing the student to the parent or into the custody of the person identified or  
22 designated by the parent; or
- 23 4. The adult requesting the student's release shall be someone whom the student's  
24 parent(s)/guardian(s) enrolling adult has indicated on the student's registration form or  
25 emergency card through the District's electronic parent portal (e.g., ParentVUE) as  
26 having permission to check out the student; or
- 27 5. If a student is placed under arrest or taken into protective custody by law enforcement,  
28 the Division of Family and Children Services (DFCS), or other governmental investigating  
29 agency, that student may be dismissed from school prior to the end of the school day. A  
30 Police Interviews and Investigations Form shall be completed, if applicable, and placed in a  
31 confidential school file when an interview occurs or when the student is released in the  
32 custody of governmental/law enforcement agencies. (See Form JCAB-1)

##### 33 34 B. IDENTIFICATION:

35 The school reserves the right to require picture identification before releasing a student.  
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##### 37 C. PERMISSION:

38 Students shall not leave the school grounds while school is in session without permission from  
39 the principal or designee.  
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##### 41 D. VERIFICATION OF CUSTODY:

42 The principal or designee may require verification of right of custody from anyone requesting  
43 early dismissal of a student.  
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47 Revised: 4/13/83; 8/8/84; 5/27/93  
48 Reclassified an Administrative Rule: 9/1/04  
49 Revised: 12/09/04  
50 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JLIB)  
51 **Revised: x/x/24**  
52  
53 Legal Reference  
54 O.C.G.A. 20-2-1180 Penalty for loitering on school premises or within school safety zone  
55 O.C.G.A. 20-2-780 Change of custody of minor child by removing child from school premises is prohibited  
56 Rule 160-5-1-.10 Student Attendance