



DISTRICT ADMINISTRATIVE RULE

JGFC-R Dismissal Precautions

~~7/17/25~~ x/x/25

RATIONALE/OBJECTIVE:

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

RULE:

A. DISMISSAL PRIOR TO THE END OF THE SCHOOL DAY:

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

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

B. IDENTIFICATION:

~~The school reserves the right to require picture identification before releasing a student.~~

Any person seeking to remove a student from school prior to the end of the school day must provide a valid physical government-issued photo I.D.

C. PERMISSION:

Students shall not leave the school grounds while school is in session without permission from the principal or designee.

D. VERIFICATION OF CUSTODY:

The principal or designee may require verification of right of custody from anyone requesting early dismissal of a student.

48 Adopted: 7/27/78
49 Revised: 4/13/83; 8/8/84; 5/27/93
50 Reclassified an Administrative Rule: 9/1/04
51 Revised: 12/09/04
52 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JL1B)
53 Revised: 7/17/25: **x/x/25**
54 *Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not
55 the dates of document review.
56
57 Division: Chief of Staff (Student Support)
58
59
60 Legal Reference
61 O.C.G.A. 20-2-1180 Penalty for loitering on school premises or within school safety zone
62 O.C.G.A. 20-2-780 Change of custody of minor child by removing child from school premises is prohibited
63 Rule 160-5-1-.10 Student Attendance