

SMYRNA SCHOOL DISTRICT

District Policy

Article: 5000 Students

Title: Enrollment & Release of Students and Student Information

Policy #: 5101

In the interest of the safety of students in the Smyrna School District, we will adhere to the following guidelines for enrollment, releasing of students, and correspondence.

Enrollment: A parent or guardian must enroll a child. To be designated a guardian; an adult must have legal documentation such as guardianship papers from the Family Court of Delaware. A ten-day grace period for procurement of the documents will be granted.

Parents or guardians must reside in the Smyrna School District, and the residence declared must be the home in which the child resides most of the time. In cases where residence is split between two parents/guardians, bus transportation will only be allowed for one of the established residences. Once a child is assigned to a bus route, he/she will remain on that bus route for the year unless his/her residence changes.

Releasing Students: A child may be picked up from the school office by one of two means, i.e., a note signed by the parent/guardian, or in the person of a parent/guardian. Parents who have not sent in a note are required to report to the office in person and identify themselves to pick up a child; this right will not be denied a parent unless there is a legal document on non-visitation within the child's folder. A written request of denial from one parent against another will not be honored. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, he/she may deny the release until the matter is resolved.

Children will not be released by a phone call nor will changes of buses be made unless the principal deems it an emergency.

Correspondence: Report cards, test scores and other correspondence regarding the child or the school will be sent to the custodial parent(s)/guardian with whom the child primarily resides. Either parent has the right to set up an appointment to come into the school for the purpose of reviewing the child's permanent record unless there is a court order in the child's folder that is contradictory to this practice.

Also, in all formal documentation, the child will be referred to by the name indicated on the birth certificate. Name changes will only be granted with appropriate court documentation.