



**North Union Local School District**

12920 State Route 739

Richwood, OH 43344

Phone: (740) 943-2509 Fax: (740) 943-2534



January 21, 2014

Dear Parents and Guardians,

In a recent legal brief received from our attorneys at Bricker and Eckler, we were notified of how a California school district lost a lawsuit for 2.8 million dollars. This lawsuit was over the proper signing out of a student. Because of this, we have revised our sign out procedures for students.

**STARTING IMMEDIATELY**, no student in any grade level shall be released to anyone who is not listed on the student's sign out card. Cards must be filled out by parents, legal custodial parent or legal guardian. From this point forward, the district will **NOT** accept phone calls that a boyfriend, aunt, grandparent, etc. will be there to pick up your child if they are not listed as an authorized person on the sign out card. If **ANY** employee does not recognize the person you have sent to pick up your child, they will be required to show ID and it must match a name you have authorized on the sign out card.

This might seem like an added burden to some. Yet school systems are often caught in the middle of custody battles. We also see as the world changes and becomes more dangerous, we must be vigilant about reviewing our procedures and ensuring the safety of children. Most elementary and middle school students have these cards filled out. This procedure will also be implemented at the high school. Enclosed is a copy of the form. Please make sure your form is up to date.

Please understand, if there are any status or life changes such as a recent marriage or divorce, change in custody, etc., it is your responsibility to update your child/children's sign out card(s) with your child/children's school office. Students will only be released to authorized individuals on the card. If there are names that you would like to have removed throughout the year, this also is your responsibility. All changes to your child/children's card(s) must be made in person at your child/children's school building. **CHANGES CANNOT BE MADE OVER THE PHONE.**

I appreciate your support in this effort to make sure our students are safe and are being released to the appropriate authorized personnel.

Sincerely,

  
Dr. Rick Smith, Superintendent

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| <b>Board of Education</b><br>Kevin Crosthwaite, <i>President</i><br>Bryan Bumgarner, <i>Vice President</i><br>Dennis Hall<br>William Davenport<br>Jean Wedding | <b>Administrative Team</b><br>Dr. Rick Smith, Superintendent<br>Scott W. Maruniak, Treasurer<br>Pam Wenning-Earp, Technology<br>Kelly Byers, Special Education<br>Dave Harmon, Director of PK-12 Curriculum & Instruction<br>Brian Nauman, Maintenance/Transportation | <b>North Union Elementary School</b><br>420 Grove Street<br>Richwood, Ohio 43344<br>Vickie Hoffman, Principal<br>Jim Swain, Assistant Principal<br>(740) 943-3113 | <b>North Union Middle School</b><br>12555 Mulvane Road<br>Richwood, Ohio 43344<br>Matthew Burggraf, Principal<br>(740) 943-2369 | <b>North Union High School</b><br>401 North Franklin Street<br>Richwood, Ohio 43344<br>Diana Martin, Principal<br>Eric Holman, Principal<br>(740) 943-3012 |
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