

## **JHC - STUDENT RELEASE PRECAUTIONS**

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
2. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the Principal or his/her designated representatives.
3. No student may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home or the parent or guardian has given written permission.

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict parental visitation, the release of a student to the other parent, the release of educational records, and other rights and privileges extended to parents will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the Nurse's Office.

Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parents.

The following procedures will be implemented by the Principal to supervise the release of students.

1. Students will be released only when authorized in writing by the parent or legal guardian. The authorization must include the student's name, the time of release, the time of return if any, the reason for the release, and the name of the person(s) to whom the student will be released if other than the parent or guardian.
2. When a student is being released, the parent or other authorized person must sign the student out in a log that is located in the main school office. The signature is to be checked for legibility. If the signature is unreadable, the visitor should be asked to verbally pronounce his or her name.
3. Students will be released to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If school staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to verifying custody orders, contacting the other parent, or contacting appropriate authorities.

4. Students who are 17 years old and living independently from their parents may validate their own attendance and dismissal with appropriate documentation as determined by the School Principal and approval of the School Principal.
5. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will still be required to enter the school and sign the student out.
6. Students will not be released to any individual without the presentation of a picture ID, unless the Principal or other personnel authorized by the Principal can vouch for the person's identity. Upon return the parent or other authorized person must sign the student in as above.
7. Students shall stay in the main office, nurse's office, or other supervised area as approved by the Principal until being released.
8. In an emergency, such as illness, when the parent or guardian cannot be reached, students may also be released to authorized persons so stated on the student's emergency information documentation.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, August 5, 2010