

JHC - STUDENT EARLY RELEASE PRECAUTIONS

School district staff will not permit a student to leave school during the school day unless the student is accompanied by the student's parent/guardian or other person so authorized by the school district and the student's parents/guardians. In all situations, the School Principal shall approve the early release. 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 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 students who are ill may also be released through the Nurse's Office. The School Nurse will contact the student's parent/guardian to arrange for an early release and also notify the Principal.

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

The School Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will be released to the parent, guardian, or written designee of the parent/guardian, or to other individuals or agencies as permitted or required by law. The request for release 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 legibly sign the student out in a log that is located in the main school office. 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.
3. Students who are 17 years old and living independently from their parents and students 18 years old or older may validate their own attendance and dismissal with appropriate documentation.

4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. The parent/guardian will still be required to enter the school and sign the student out.

5. 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.

6. Students shall stay in the main office, nurse's office, or other supervised area as approved by the Principal until being released.

7. 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, September 18, 2014, November 17, 2016