

The District is committed to the protection of students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school are as follows:

1. Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required of the person authorized to talk with a student or to take a student from school. The following persons will be allowed access to a student:
 - The student's parents/guardians;
 - A person who has written authorization from the student's parent/guardian; or
 - A person who is authorized by a legal order to take possession of a student.
2. A teacher shall not allow a student to leave school without securing the permission of the principal or administrative designee.
3. A telephone call from a person representing himself/herself as a parent shall be verified by a principal or designee. The parent shall be notified any time a request for the release of a student is denied by the principal.
4. When checking a student out of school, a parent or guardian must report to the attendance office or front office.
5. High school students who have a car on campus must obtain an early dismissal pass to leave campus during the school day by presenting a signed and dated note from the parent. These students shall check out through the appropriate office before leaving the campus.

Parents requesting that a student be allowed to leave the campus for medical or family matters must request, in writing or by personal contact, the approval of the principal or designee. The principal or designee will verify the request.

Students who leave campus at any time without parental permission and administrative approval shall be considered truant and will be subject to disciplinary action.