

STUDENT RELEASE AT OTHER THAN NORMAL DISMISSAL TIME

- 1.0 The school administrator shall communicate to parents the regular school hours through the school website, in parent handbooks or other written materials.
- 2.0 School personnel shall not release a student to anyone prior to the end of the student's school day without first checking the photo identification of the individual and confirming the student is being released to an authorized individual. An authorized individual shall be those persons identified by the parent/guardian in writing as emergency contacts in the District's student information system, or other persons identified by a parent/guardian in an emergency.
- 3.0 In the event that it is necessary to release a student from school at times other than normal dismissal hours, the following guidelines shall be adhered to:
 - 3.1 **Sick or Injured Student.**
 - 3.1.1 A nurse or other appropriate building personnel shall evaluate the illness or injury of each student to determine whether the student's condition requires release from school. The evaluation shall take account of the seriousness of the student's problem, the health needs of the student, and the welfare of other students.
 - 3.1.2 School personnel shall contact parent/guardian to notify them regarding student's illness or injury. If a parent cannot be reached, school personnel shall contact designated emergency contacts. If neither a parent nor emergency contact can be reached, the student will remain at the school until a parent or emergency contact is reached.
 - 3.1.2.1 Once a parent or emergency contact is reached, it is the responsibility of that individual to see that transportation is arranged for the sick or injured student and school personnel will release the student to either the parent/guardian or other responsible person designated by the parent or principal. School personnel shall record when and to whom the student was released.
 - 3.1.2.2 In the event a parent is contacted but cannot offer assistance, the school administrator shall determine whether or not the student will be released. A student shall not be released in this circumstance unless it is the judgment of the school administrator that, in light of the child's age, the nature of the child's injury or illness, the manner in which the child will be transported home, and all other relevant factors, such a release is appropriate.
 - 3.1.2.3 Students who become ill or injured at school shall not be released prior to the end of the school day if parents/guardian or other authorized person cannot be contacted unless emergency care is needed.
 - 3.2 **Early Release of Student for Non-Medical Reasons.**
 - 3.2.1 School personnel may excuse a pupil before the end of the school day upon request of the parent or legal guardian for reasons which include, but are not limited to, the following: doctor appointments, home crises, and prior approved lunch passes.
 - 3.2.2 Any secondary school student who has been suspended will be released only after parent contact. If it is not possible to contact a parent or guardian, the building

principal may still release the suspended secondary school student if, in his/her judgment, the student's age, the student's welfare, the interests of the school, or any other relevant factors warrant such release. Elementary students shall not be released in such circumstances except to a parent, guardian, or individual authorized by the parent/guardian.

3.3 Late Release of Student.

- 3.3.1 In the event a student has reason to stay after the student's normal school hours, provisions shall be made available for that student to contact the parent/guardian.
 - 3.3.2 If a student who normally rides the bus is required to stay beyond the student's normal hours by school personnel, the student or school personnel shall seek parental permission or the detention will be delayed for one day so that transportation can be arranged.
 - 3.3.3 In the event of an emergency or weather conditions which, in the judgment of the building principal or district administration, presents the possibility of physical harm or other danger to a student or students, students may be retained after regular school hours without first obtaining permission from parents or guardians. Efforts shall be made by all reasonable means to contact the parents or guardians as quickly as possible. Such efforts may include, but need not be limited to, public announcements over radio and television stations or by use of the District's automated telephone system.
- 3.4 There are a wide variety of circumstances in which it may be appropriate to release a student at times other than those regularly designated. In all instances not otherwise covered by this policy, a student may be released at the discretion of the building principal. In all such cases permission from a parent or guardian shall be made prior to the student being released.