

Title: Student Release During the School Day

Students less than 18 years of age will not be authorized to leave school or programs, events and locations under the control of the school prior to the time set for regular school dismissal except under the following conditions:

- When in the company of a parent or guardian, or with parent notification and/or with parental permission for reasons defined as excused absences in the Code of Conduct. A parent or guardian may provide written permission for another adult family member to be responsible when the parent is unavailable for contact
- When with or under the direction of a school employee who is acting within the scope of his or her responsibilities to the Board of Directors
- When in the company of an officer of the law, court official or other city, county, state or federal agency official who has jurisdiction over the student
- When under the conditions of suspension as specified in the Code of Conduct
- If consideration is given to sending an ill or injured student home from school, school staff shall contact the student's parent or guardian by telephone directly at home or place of work, notify them of the student's condition and request the student is escorted home by a parent/guardian. In the event the parent or guardian is unable to escort the student, the principal or appropriate designee may escort the student home or to a designated location only with parent/guardian permission and only if there is a responsible person available to receive and care for the student.

Exceptions may be made by the building administrator for a given situation. In all cases where a student is released without parental notification and permission, school staff shall make every reasonable effort to notify the parent in a timely fashion of the reason for the student's release.

Before releasing a student, the building administrator may ask for documentation to verify the identity of the person to whom the student is being released. A student will not be released to a parent who does not have primary care of the student unless there is a court order on file (e.g. injunction, divorce decree, restraining order signed by a judge) allowing the student to be released to the parent.

Approved: Jul. 17, 1990Reviewed: Nov. 24, 2009
Apr. 23, 2013
March 27, 2018Revised: Feb. 24, 2004
May 23, 2023