
STUDENT 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 Principal or designee 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 will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

At the elementary level, when a student is to be dismissed, the parent, guardian or designee is required to pick up the child and sign a log book in the school office.

At the secondary level, the student must present a note from the parent or guardian stating the reasons for school dismissal and the time to be dismissed and/or call the administrative office to arrange dismissal that is consistent with student handbook procedures in effect for that school.

Any dismissal of students for activities or appointments which can be conducted outside of school hours is strongly discouraged.

A student may not be sent home as a means of punishment, except when suspended by the Principal or designee and in all cases after the parent has been notified. In cases where a student has reached the age of majority, the notification requirement may be waived.

Parents or guardians must notify the school attendance office and/or school administrator in advance of any change to a student's normal dismissal routine:

- If an unfamiliar person comes to pick up the student, office staff must check the student information system to ensure that person is a designated person and then check individual's identification.
- If a parent or guardian requests any persons not previously designated for pick up to pick up their child, the staff in the office must check the individual's identification.
- Under extenuating circumstances, permission for a District employee to transport students, other than their own children, must be approved in advance and in conjunction with the building/District administration and the parent/guardian.

Legal Reference:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Approved: 07/20/1987
 05/21/2019
 08/26/2024