

JHC - STUDENT RELEASE PRECAUTIONS

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
2. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the Principal or his/her designated representatives.
3. No student may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home or the parent or guardian has given written permission.

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 that students who are ill may also be released through the Nurse's Office.

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

The following procedures will be implemented by the Principal to supervise the release of students.

1. Students will be released only when authorized in writing by the parent or legal guardian. The authorization 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 sign the student out in a log that is located in the main school office. The signature is to be checked for legibility. If the signature is unreadable, the visitor should be asked to verbally pronounce his or her name.
3. 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.
4. Students shall stay in the main office, nurse's office, or other supervised area as approved by the Principal until being released.
5. 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.
6. Restraining orders, custody papers, and other such court documents will be adhered to.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Handbooks)

APPROVED: January 10, 2006