

STUDENT RELEASE AT OTHER THAN NORMAL DISMISSAL TIME

1.0 The school administrator shall communicate to parents the regular school hours in parent handbooks or other written materials.

2.0 School personnel will not release a student to anyone prior to the end of the student's school day without first checking the photo identification of the party and confirming the student is being released to an authorized party. An authorized party shall be those persons identified by the parent/guardian as emergency contacts in the District's student information system and those persons identified by the parent/guardian in writing.

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.

3.1.2.1 If parent is contacted, it is the responsibility of the parent 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. A log shall be kept of time of departure, in whose care, etc., by school personnel.

3.1.2.2 In the event a parent is contacted but cannot offer assistance, the school administrator shall determine whether or not

STUDENT RELEASE AT OTHER THAN NORMAL DISMISSAL TIME, cont.

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 if parents/guardian or other responsible person cannot be contacted unless emergency care is needed.

3.1.2.4 If the building principal believes that the student would suffer additional injury or harm unless he/she is provided with immediate medical attention, the principal may take whatever steps deemed appropriate to respond to the student's medical needs. If the principal is not available, any school personnel aware of the student's condition may respond to the student's medical needs. In the case of such emergency, the parents or guardian shall be contacted as soon as possible, but the District shall not delay administering necessary services to the student while attempts are made to contact the parent or guardian.

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

STUDENT RELEASE AT OTHER THAN NORMAL DISMISSAL TIME, cont.

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 party 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.

STUDENT RELEASE AT OTHER THAN NORMAL DISMISSAL TIME, cont.

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, contact with a parent or guardian shall be made prior to the student being released.