

PELHAM SCHOOL DISTRICT POLICY JHC – STUDENT EARLY RELEASE PRECAUTIONS

Category: Recommended

District staff will not permit a student to leave school during the school day unless the student is given permission by an “authorized person.” For purposes of this Policy, an “authorized person” includes: the student’s parent/guardian; other person so authorized by the District and the student’s parents/guardians; students who are 17 years old and living independently; students 18 years old or older; or to other individuals or agencies as permitted or required by law. 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 and removal of the student from school.

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will only be released to the authorized person.
2. The District will release a student to either parent unless the District has a court order or other legally binding document that corroborates the request. If District staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent, or contacting appropriate authorities.
3. Students who are 17 years old and living independently and students 18 years old or older may allow for their own early release.
4. Telephone requests for early dismissal of a student shall be honored only if District staff can positively identify the caller as the student’s parent or guardian. For elementary and middle school students, the authorized person will still be required to enter the building and sign the student out.
5. If it is determined that a student who is ill or sick should be taken home, the school nurse will contact the student’s authorized person to arrange for an early release. The school nurse will also record the dismissal in the student information system.

District Policy History:

Adopted: November 22, 2006

Revised: April 20, 2022