

# Dickson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>02/28/13</b>
		Rescinds: <b>6.2080</b>	Issued: <b>11/20/97</b>

1 The following procedure will be observed with regard to dismissal of students:

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1. No student will leave school prior to regular dismissal hours, except with the approval of the principal/designee and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated by the parent/guardian(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, a parent or legal guardian must send a signed, written request for dismissal or call for the student in person. Schools may require an official verification of the appointment prior to excusing the absence.
4. Students will be released only upon the request of the custodial parent or guardian or to those authorized by the custodial parent or guardian to request release. Such authorization shall be provided in writing and shall be kept on file in the school. The school may verify any such request.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - b. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child while under school jurisdiction. (TCA 36-6-105)
6. High school students may not be released for jobs and training at centers outside their home schools unless such is part of a Board-approved program. (TRR/MS 0520-1-7-.03)