

**JBH RELEASE OF A STUDENT DURING THE SCHOOL DAY**

**JBH**

In recognition of the responsibility of the district to parents for the health, welfare and safety of students, building principals will not release a student during the school day except to a student's lawful custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC and JBH-R.

**APPROVED: December 13, 1982**

**REVIEWED: January 14, 2002**

**REVIEWED: April 10, 2012**

**APPROVED: January 14, 2013**

**JBH-R RELEASE OF A STUDENT DURING THE SCHOOL DAY**

**JBH-R**

At the time of school admission, the building principal or designee must complete the student's permanent record form which will identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s). (Cf. JBC)

Before releasing a student during the school day, the building principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall verify to his/her satisfaction the message as being from the lawful custodian of

record by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

**APPROVED: December 13, 1982**

**AMENDED: January 14, 2002**

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