

SCHOOL DAY

I. PURPOSE

To provide guidelines for receiving and releasing students during the school day.

II. SCOPE

This policy applies to all students in Shelby County Schools.

III. POLICY STATEMENT

School Day for Pupils

The minimum length of the school day shall be seven (7) hours total for all grades.

Release During School Hours

To preserve teaching and learning time for students within the school, the District strongly discourages the release of students during the school day. However, when unexpected, emergency and/or extenuating circumstances exist, students may be released in accordance with the administrative rules and regulations developed by the Superintendent for implementing this policy.

Additionally, in accordance with state law, no student shall be dismissed for the purpose of permitting him/her to practice or play baseball, football, basketball or any other similar game within the regular school hours of any school day of the week without written permission from the Board.

IV. RESPONSIBILITY

A. Principals and teachers are responsible for implementing this policy at their schools.

B. Parents, students and third party providers are responsible for adhering to this policy.

C. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

1. TCA 36-6-105
2. TRR/MS 0520-1-7-.03
3. TCA 49-6-1002

Shelby County Board of Education

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Administrative Rules and Regulations

SCHOOL DAY

The following procedures shall be observed with regard to the dismissal of students during school hours. Early releases shall be treated in the same manner as tardiness.

A. **Students Leaving School Unaccompanied by a Parent or Parent Designee**
Students shall not be permitted to leave school unaccompanied prior to regular dismissal time, unless permitted by law or Board policy and/or administrative rules and regulations. Under no circumstance shall a student be sent from the school campus during school hours to perform an errand or act as a messenger.

B. **Students Leaving School Accompanied by a Parent; Parent Designee; School/Law Enforcement/Court Authorities/Government Child Service Agencies; or Third Party Healthcare Provider**
No student shall leave school accompanied by any person prior to regular dismissal hours except upon request of the parent and the approval of the principal. All persons checking out a student during school hours will be required to present valid identification to the appropriate school personnel. No child shall be released to any person except as follows:

1. **To the Parents**

Students may be released to their parents/legal guardians during school hours unless otherwise specified in a valid court order or parenting plan entered in or recognized by a Tennessee court (see policy 6058 – Child Custody/Parental Access).

2. **To the Parent's Designee**

- a. Excluding third party healthcare providers (see item 4 below), students may be released during school hours to an individual designated in writing by their parents.
- b. Any release to a designee shall only be upon the request of the parent whom the court holds directly responsible for the child or who is the parent or guardian registered on the school record.

- c. It is required that the parent designee be listed on the student's enrollment form as an emergency contact.
- d. In extenuating circumstances when the parent or emergency contact cannot check out the child
 - 1) school staff will work with the parent to allow him/her to designate an individual not previously designated; and
 - 2) parents may be required to provide school staff with information to verify the identity of the person to check out the child (e.g., the parent provides the school with a note identifying the person checking the child out, the school calls and speaks with the parent, the school uses an emergency code shared by the parent and the school).
- e. Individuals will be required to present verification of his/her identity and adhere to all District procedures for checking out students during school hours. Additionally, District emergency protocols may apply for releasing students in extenuating circumstances.

3. To School/Law Enforcement/Court Authorities/Government Child Service Agencies

Students may be released during school hours to an authorized school employee, police officer, court officer, or other appropriate agency staff who has a legally recognized reason related to his/her position for taking the student from school during school hours. In most instances, the involved entity must provide the parents and the school with 24-hour advance notice of the intent to check out the child when notice is determined appropriate and feasible by the entity, unless notice is otherwise specified by law.

4. To Third Party Healthcare Providers Identified by the Parents

Third party healthcare providers (i.e., healthcare representatives from companies, organizations, institutions, doctor/dentist offices, or similar entities) may check a student out from school providing that specific conditions are met. The District reserves the right to determine allowable times for providers to check out students from school during school hours and to revoke at any time a provider's privilege to check students out during school hours for failure to adhere to applicable federal/state laws and/or board policies and administrative guidance.

a. Short and Long-Term Medical Reasons

- 1) Short-term and/or non-serious medical reasons (e.g., routine medical and dental appointments)

The parent must provide a legitimate reason for having the child checked out during school hours as opposed to addressing the child's need during non-school hours.

- 2) Long-term and/or serious medical reasons (e.g., dialysis)
The school must have on file for the current school year an academic plan for addressing the student's missed instruction and a doctor's statement or other medical documentation acceptable to the department responsible for student health services to justify the need for the service and the need to provide the service during school hours.

b. Consent and Notification

- 1) A written consent form from the parent granting permission for the provider to check his/her child out of school to transport to a medical appointment must be on file at the school. The written consent form must indicate the name of the parent approved provider. Such consent must be provided each school year.
- 2) Prior written notification from the parent including the specific date(s) that the parent approved provider will be checking the student out of school for a medical appointment must be provided. Written notification will be kept on file at the school.
- 3) Providers must adhere to all District procedures for checking out students during school hours, including but not limited to signing in at the main office and providing appropriate identification (i.e., valid driver's license and employment ID) to office staff.

c. Release for a Course of Study

As a part of a high school student's course of study, students may, upon approval by the principal or District official, be released for classes, training, or jobs at centers outside their home schools under a process identified by the District (e.g., CTAE related courses/classes, students who attend classes/take courses outside their home school in accordance with their IEPs).²