

# Newport City 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>03/24/03</b>
		Rescinds:	Issued:

1 The following procedure will be observed with regard to dismissal of students:  
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- 3 1. No student will leave school prior to regular dismissal hours, except with the approval of the principal  
4 and parent. Students will be permitted to leave school prior to regular dismissal time only in the  
5 company of a parent, legal guardian, school employee, police officer, court officer, or a person  
6 designated in writing by the parent(s).  
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- 8 2. No student will be sent from the school during school hours to perform an errand or act as a  
9 messenger.  
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- 11 3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must  
12 send a written request for dismissal or call for the student in person.  
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- 14 4. Children will be released only upon the request of the parent whom the court holds directly  
15 responsible for the child, or who is the parent or guardian registered on the school record.  
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- 17 5. No principal or teacher shall permit a change in the physical custody of a child at school unless:  
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  - 19 (a) The person seeking custody of the child presents the school official with a certified copy of  
20 a valid court order from a Tennessee court designating the person who has custody of the  
21 child; and
  - 22 (b) The person seeking custody gives the school official reasonable advance notice of his/her intent  
23 to take custody of the child at school.<sup>1</sup>  
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34 Legal References:

- 35 1. TCA 36-6-105  
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