



Kenton County School District | It's about ALL kids.

# Issue Paper

ENC.

**DATE:**

12-19-23

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Amendment to Board Policy 09.1231 Dismissal from School and waive the second reading due to an emergency.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board

**HISTORY/BACKGROUND:**

A recent situation occurred in the school district that required a review of our early dismissal of a student(s) from school. This review resulted in the recommended amendments to Board Policy 09.1231 Dismissal from School to ensure that we have systemic processes in all KCS D schools when students are being released early from school. These systemic processes will ensure consistency and are congruent with our #1 priority which is the safety and security of our students. An emergency exists as we want to ensure that schools implement these expectations immediately to prevent any potential safety issues regarding early dismissal of a student(s) during the second semester of the 2024 school year.

**FISCAL/BUDGETARY IMPACT:**

N/A

**RECOMMENDATION:**

Approval to amend Board Policy 09.1231 Dismissal from School and waive the second reading due to an emergency.

**CONTACT PERSON:**

Henry Webb

\_\_\_\_\_  
Principal/Administrator

\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

## **Dismissal from School**

### **RELEASE OF STUDENTS**

At any time all students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

### **EARLY RELEASE PROCESS FOR A STUDENT(S)**

- **Parent/Guardian Initiated Early Release**

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

- **School Initiated Early Release:**

Principal/designee will contact parent/guardian or their designated emergency contact for a school initiated early release.

Principal/designee shall verify name of student through appropriate forms and student information system before contacting the parent/guardian or emergency contact.

Principal/designee will make sure procedures are followed for sign out of students with the entry and exit log along with proof of identification.

- **Parent/Student Initiated Early Release for Student Drivers:**

Principal/designee shall ensure a written notice from the parent/guardian is on file and obtain verbal confirmation before any student driver may be released.

Principal/designee shall verify early release reason is a valid excuse.

Principal/designee shall not allow a student driver to drive from school if they have concerns about the student's physical or emotional well-being.

Student drivers must sign the entry /exit log before leaving.



## Dismissal from School

### EARLY RELEASE PROCESS FOR A STUDENT(S) (CONTINUED)

- Student Dismissal to Alternative Learning Environment (Dual Credits, Work Based Learning, Internships, Meetings/Activities approved by Principal):

Principal/designee will verify that any student leaving campus for an educational alternative opportunity has written notification on file and Principal/designee shall verify verbally with the parent/guardian.

Principal/designee shall have written notification from the parent/guardian identifying how the student will be transported.

Students leaving campus early for educational alternative reasons shall use the school designated check out process.

### **EXCEPTIONS**

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.<sup>1</sup>

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel, of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

### **REFERENCES:**

<sup>1</sup>OAG 85-134; OAG 92-138  
KRS 620.146  
702 KAR 7:125

### **RELATED POLICIES:**

09.12311; 09.227; 09.3; 09.31; 09.432  
09.434; 10.5