JLIB-R: REGULATION, STUDENT DISMISSAL PRECAUTIONS

Code: JLIB-R (regulation to Policy JLIB) **District:** Joseph City Unified School District No. 2 **Issued by the Superintendent under Policy CH:** November 9, 2026 **Effective:** Monday, November 16, 2026 **Board review:** heard as information at the October 23, 2026 policy work session, with no objection.

STUDENT DISMISSAL PRECAUTIONS (Student Release Requirements)

At the time of school admission, the principal 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).

Before releasing a student during the school day, the principal 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 satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

Release at dismissal. The verification requirements of this regulation apply to any release of a student to another person, including at and after dismissal, while students are under the supervision of District employees, and whether the student leaves on foot or by vehicle. A student who is recorded as a walker or as a bus rider is released according to that record. Any departure from that record, including leaving with another family, requires verification through the school office before the student leaves.

Requests made to an employee other than the principal. An employee who is asked by any person, including a student, a parent, or another family, to allow a student to leave other than according to the student's record shall direct that request to the school office and shall not authorize the departure. No employee other than the principal or the principal's designee in the office may verify a release.

Student who has already departed without authorization. If an employee learns that a student has left with any person without office verification, the employee shall notify the principal immediately and shall not contact the families directly. The office shall contact the lawful custodian of record, confirm the student's location, and record the time of each contact and what each party said. The principal shall document the incident in writing the same day.

If an unauthorized person refuses to honor the decision of the principal, the principal shall call the local police authority.

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.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

Cross references: Policy JLIB, Student Dismissal Precautions; Policy JLIA, Supervision of Students; Policy JLI, Student Safety; Policy JIH; Policy CH.