# Hickman County Board of Education

| | Descriptor Term: **Release During School Hours** | Descriptor Code: **6.208** | Issued Date: **05/05/25** |
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| | | Rescinds: **6.208** | Issued: **03/06/23** |

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).

2. No student will be sent from the school during school hours to perform an errand or act as a messenger.

3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.

4. Children will be released only 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.

5. No principal or teacher shall permit a change in the physical custody of a child at school unless:[1]

   (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
   (b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

6. No student will be allowed to leave campus during lunch.

7. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.[2]

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Legal Referencs

1. TRR/MS 0520-01-03-.03(9); State Board of Education Policy 2.103(IV)