

STUDENTS**Releasing Pupils from Class or School During the School Day**

Pupils shall remain in school and shall participate each day in their assigned class or program as specified by laws governing attendance, by District policies and procedures, and as assigned and implemented by the principal or designee. Exceptions may be considered when deemed in the best interest of the pupil. The following exceptions are consistent with the California Education Code and the California Administrative Code, Title V.

1. a. Pupils may be released during the school day and/or persons authorized by the parent or guardian. Such authorization shall be prior to the time of release and shall be in writing, naming the persons the pupil may be released to and shall be attached to the pupil's emergency card. All releases during the school day must come through the principal's office, must be approved by the principal or designee, and a written record made of the person to whom the pupil is released, including the date and time of release and a statement of the reason for release. Identification may be requested of the person to whom the pupil is released.
- b. When a principal or designee releases a pupil to a peace officer for the purpose of removing the pupil from the school premises, the principal or designee shall notify the parent, guardian, or responsible relative of the pupil regarding the pupil's release to the officer, and regarding the place to which the pupil is reportedly being taken.
2. Every pupil shall be provided a recess period, except a teacher may restrict a pupil on a temporary basis from attending a regularly scheduled recess for disciplinary or safety reasons. When such restriction is to continue for more than one consecutive school day, the parent or guardian shall be notified and an opportunity for a conference regarding the reasons for the restrictions shall be provided. The conference shall include the parent, the teacher, the principal or designee, and other staff members when appropriate.
3. Pupils may be released from class on a temporary basis to perform specific services, such as safety patrol, lunch duty, library or office assistance, or any other voluntary assignment which is a regular school service.

Participation in a school service shall be voluntary on the part of the pupil and must be approved in writing by the parent or guardian and by the classroom teacher and principal prior to participation. The principal shall appoint a teacher/sponsor for each service area, and only those pupils may participate whose absence from class will not adversely affect academic performance.

Legal References: California Education Code
Section 44807.5 & 489006
District Policy 5145.1/1411

Policy

Adopted: March 14, 1985