

CLOSED CAMPUS/STUDENT DISMISSAL PRECAUTIONS

The Colorado Springs School District 11 Board of Education (the Board) supports safe and efficient school campuses. The Board believes closed campus systems promote student attendance and safety.

Definition

For purposes of this policy, "school day" with regard to any student shall mean that period of time after the beginning of the student's first class and before the end of the student's last class.

Closed Campus

All students shall remain on campus during the school day except as provided for in this policy. Under no circumstances shall any Colorado Springs School District 11 (the District) employee dismiss a student from school during the school day without the approval of the principal or his/her designee. Principals are encouraged to develop procedures at the building level to validate requests for dismissal. Every effort will be made by the principal or his/her designee to ensure that the request for student dismissal is valid before a student is released. This includes, but is not limited to telephone requests. Any court document will also be validated before release of the student. A student will be released to the parent/guardian or documented designee only. This practice includes release of a student from school during the school day because of severe weather conditions.

For enforcement, refer to Policy JK and Regulation JK-R.

Exceptions

Students may leave campus at any time during the school day to attend or participate in an educational program or school-sponsored activity (to include field trips) upon approval from the principal or his/her designee. Otherwise, students may leave campus during the school day only under one or more of the following circumstances and only with the express understanding that while they are off campus the students will not be supervised by the District or any of its officers, directors, employees, agents, or volunteers:

1. At any time during the school day upon the request of the student's parent/guardian and upon the approval of the building principal or his/her designee. The student's parent or guardian shall make all necessary arrangements with the building principal or his/her designee in advance of such requests or at the time such requests are made. If the student's parent/guardian fails to make all necessary arrangements, the building principal or his/her designee may, if necessary, contact the student's parent/guardian and discuss the matter.
2. During the student's lunch period upon the written request of the student's parent or guardian and receipt of that request by the building principal or his/her designee.
3. During the student's lunch period if the student is a high school student except as otherwise provided by the Board, the superintendent or his/her designee, or the building principal or his/her designee.

Students may lose the opportunity to leave campus during unstructured time as determined by the principal or his/her designee (i.e. students who are late in returning to regular school classes). The school program shall take precedence over any released time program.

Neither the school nor District shall be liable for students who are away from school on released time.

Dismissal Precautions

Principals or designees shall take precautions in dismissing students from school during the school day when the principal or his/her designee reasonably believes that such precautions would be reasonable and prudent based on information which is actually known. Such precautions may include:

1. Refusing to dismiss students from school during the school day on the basis of requests, including requests over the telephone, which have not been validated.
2. Refusing to rely upon documents from courts, including courts outside of Colorado, unless and until the information in such documents is validated.
3. Refusing to release a student from school during the school day except to the person who is directly responsible for the student and who is registered with the school as the student's parent or guardian or, if that person is not available, to an adult who has been delegated such authority by that person or who has obtained such authority pursuant to court order.
4. Refusing to release a student from school during the school day because of severe weather conditions until the student's parent or guardian, or such other person as the parent or guardian may authorize, comes to take the student home.

Nothing in this policy shall be construed as a waiver of immunity or as an assumption of a duty of care where none otherwise existed.

Adopted September 28, 1983

Revised November 1991

Revised December 1994

Revised September 1996

Revised May 9, 2012

Revised December 9, 2015

Revised May 8, 2019

(Former Board Policies JHC, Released Time for Students and JHCA, Closed Campus/Student Dismissal Precautions were combined into this Policy JLIB on May 9, 2012)

LEGAL REFS.: C.R.S. 22-32-120 (3)

CROSS REFS.: IJOA, Field Trips
JH, Student Absences and Excuses
JHB, Truancy
JK, Student Discipline
JK-R, Regulation to Policy JK, Student Discipline