

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Release During School  
Hours**

Descriptor Code:

**J-170**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

1  
2 Students should be in school for the full day.<sup>1</sup> Release during school hours will be permitted only in  
3 exceptional cases which meet the standards outlined in this policy. Under no circumstances may a student  
4 leave school without the approval of the principal. Neither may the student leave in the company of any  
5 person other than a parent, legal guardian, school employee, or a person designated by the parent or legal  
6 guardian, except by written request of the parent or legal guardian.  
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- 9 1. Hardship. Early dismissal may be granted only in highly selective cases of extreme family  
10 hardship, confirmed by the school social worker, recommended by the principal, and approved by  
11 the Superintendent. The student must satisfy all conditions listed in item (1) above and in addition  
12 must meet the following three conditions of hardship:  
13  
14 a) Family income which would qualify the student for free or reduced-priced lunch (whether or  
15 not application is made);  
16  
17 b) Satisfactory evidence that the student's income is necessary to prevent family destitution, that  
18 is, suffering from severe lack of food, clothing and shelter;  
19  
20 c) Satisfactory evidence that the student is unable to obtain adequate employment outside regular  
21 school hours.
  - 22 2. Work-Based Learning Programs.<sup>2</sup> Students approved for early release for co-operative  
23 employment programs as part of regular school courses shall leave school daily according to  
24 procedures established for those programs under work-based learning guidelines.  
25
  - 26 3. Private lessons should be scheduled outside of school hours. When such is impossible, and when  
27 the time of the lesson would not conflict with the student's regular school schedule, the principal  
28 may, upon written request from the parent, permit the student's release of a period not to exceed  
29 thirty minutes for instruction and fifteen minutes for travel.  
30

31 Legal References:

- 32
- 33 1. TRR/MS § 0520-1-3-.06(2)(d).
  - 34 2. TRR/MS § 0520-1-3-.03(9).

35 Cross Reference

- 36
- 37 • Knox County Board of Education Policy I-122 Course Credit Earned Outside the Base High School.

38 Approved as to Legal Form  
39 By Knox County Law Director 10/31/2023  
40 /Gary T. Dupler/Deputy Law Director  
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