

BCSD Student Release to Parents - Activities & Field Trips

Ultimately, the school principal determines school policy as to whether or not a student can be released to parent(s)/guardian(s) for transport to and/or from the activity. Whatever the principal's decision may be, the release must be properly documented BEFORE the student is actually transported.

Normally, principals do not provide permission for release to parents for travel to the activity--only permission for release to parents for travel from the activity to return home. This is to ensure students arrive on time, safely, and to help ensure proper supervision for the activity occurs. However, as indicated in the first paragraph, principals have discretion to consider each circumstance and work with parents as needed.

Student Release from a School Route, Activity, Field Trip, or Special Function. Periodically a need arises for a student to be released to their parents or someone else while they are involved on route or school function involving school transportation. District Policy prohibits the release of any student to anyone other than the student's parents or legal guardian. As a result, special circumstances must be instituted to provide a safe means of transferring the district's "Loco Parentis" responsibilities and expectations to someone else other than the parents or legal guardian at the request of the parents or legal guardian.

1. Pre-Notice that the student will be released to an adult other than the parent PRIOR to the trip leaving the school.
2. Completion of the Student Transportation Release Authorization Form and acceptance of the form by the principal or their designee PRIOR to departure from the school. The principal or their designee will forward the release form to the staff member in charge prior to the bus leaving for the trip.
3. Release will only be given to the parent, legal guardian or the named 21+-year-old adult on the release authorization.
4. Contact information is given on the release form to verify request validity.
5. Route Bus Drivers will release students as per release instructions on regularly scheduled bus routes.
6. Activity Bus drivers will refer all releases to the staff member in charge. The Bus driver will record any students not riding the bus on the reverse side of the bus trip sheet.
7. The Student Transportation Release Authorization Form will be surrendered to the bus driver to be attached to his/her trip sheet.