



## Student Safety and Checkout Practices for BNHS

Student safety is our primary concern for Bobcat Nation. We believe that student safety, attendance and accountability for students during the school day are all important.

Early Release Email:  
[ByronNelsonhs@nisdtx.org](mailto:ByronNelsonhs@nisdtx.org)

### Early Release Requests

- **Students will NOT be checked out after 3:10 (8<sup>th</sup> period) without prior written notice given to the Front Office personnel.**
- Please email your early release request to [ByronNelsonHS@nisdtx.org](mailto:ByronNelsonHS@nisdtx.org) or your student may bring a note from you on the morning of the day they require early release. He/she should personally hand the parent note to the Front Office personnel and **wait** to receive their pass.
- Since we cannot call or page students in their classrooms, the student is expected to show the teacher their pass and leave class at the appropriate time. Parents can also communicate via cellphone with their student that they have arrived, if applicable.
- If making a release request in person, you will be asked to send an email at that time. Once we have confirmed your information with what we have on file for your student, a pass will be delivered. Please understand it will take time to retrieve your student from class.
- ***We cannot accept phone calls requesting early release***
- ***All parent emails must be received from an email address that we have on file.***
- If you choose to email us, a pass will be prepared and waiting in the Front Office for your student to pick up **during passing periods** or **during their lunch period**. Please be aware that due to the volume of emails we receive, there may be a delay in preparing a pass for your student. Please send emails as early in the school day as possible. We will reply to your email as soon as possible.
- Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required during the checkout process of the person authorized to take a student from school. You will show your ID to the camera, state your student's name, and wait outside. Once a staff member signs out your student, they will meet you outside the entrance. Please do not

return to your vehicle until your student joins you outside the entrance. If you return to your vehicle, your student will not be released.

- Anyone picking up a student, other than a parent/guardian, must be listed as an Emergency Contact in the student's file. We must receive written authorization each time.
- In the event of an emergency, the student's principal and attendance personnel will be notified to approve release. A follow-up written note/email from the parent is expected to confirm the emergency.
- If you are picking up your student during their lunch, athletic or PE period, please have a way to communicate to them that you have arrived to pick them up.
- Currently, no visitors are allowed on campus. The campus also prohibits delivery or drop-offs of meals, technology, and personal items, such as gym clothes, due to COVID.

**With the passage of Texas State House Bill 5, we are no longer able to disrupt a classroom through the use of telephone or intercom.**