



## Student Safety and Checkout Procedures 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 have your student 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.
- Without prior written notice, a pass will be delivered to your student once the parent has arrived on campus to make the request in person. Please understand it will take time to retrieve your student from class.
- **We cannot accept phone calls requesting early release**
- 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.
- Student drivers will need to present their driver's license to be released as a driver.

- 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 siblings/emergency contacts are picking up a student, please include this information on the note/email from the Parent/Guardian.
- 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.**