

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: EMERGENCY LEAVE FROM DYS CAMPUS	Policy Number: 27
Number of Pages: 2	Section:
Attachments: NONE	Related Standards & References: DYS Institutional Policy Section VII: Security and Control VII.7 Off Campus Transportation of Youth
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

It is policy of the Mississippi Department of Human Services, Division of Youth Services that a request for emergency leave for a student may be granted by the Administrator or in the Administrator's absence, by one of the Assistant Administrators, subsequent to the following factors:

The parent or custodian must initiate an emergency leave for death or medical reasons.

Verification of the emergency by the appropriate Community Services, Youth Services Counselor and/or the court(s).

Consideration of the student's behavioral record while in the custody of Mississippi Department of Human Services, Division of Youth Services.

The Community Services, Youth Services Counselor is responsible for obtaining a court order for the juvenile to be released to the responsible party.

A letter signed by the Administrator or one of the Assistant Administrators will be given to the student stating that the student has been granted an emergency leave. This letter and the court order must remain in the student's possession at all times while on leave. A copy of the letter will be sent to the appropriate Community Services, Youth Services Counselor and/or the court(s).

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

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Emergency Leave – Unforeseen circumstances such as death of an immediate family member and/or serious illness of juvenile.

III. PROCEDURE

- A. Parent or custodian notifies Youth Services.
- B. Community Counselor verifies emergency.
- C. Community Counselor obtains court order.
- D. Administrator gives student a letter granting emergency leave.