


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

<b>Subject:</b> Emergency Leave from DYS Campus	<b>Policy Number:</b> 27
<b>Number of Pages:</b> 2	<b>Section:</b> XIV
<b>Attachments:</b> None	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> June 1, 2012 Revised December 1, 2019	<b>Approved:</b>  James Maccaroné, Director

**I. POLICY**

It is the 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.

**II. DEFINITIONS**

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

- A. Emergency Leave: Unforeseen circumstances, such as the death of an immediate family member, and/or serious illness of a youth.

**III. PROCEDURE**

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

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

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

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

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Youth and parents will retain a copy of the court order allowing the temporary leave. Youth must be returned by the time stated on the court order, or he or she will be considered an absconder.