

Removal or Release of Students During School Hours

Purpose

This procedure guides staff concerning the removal or release of students from school buildings or campus during school hours.

Scope

This procedure applies to the Superintendent, principals, district staff, volunteers, students and parents or guardians.

Procedure

1. School personnel must exercise a high order of responsibility for the care of students while in school. Staff will not remove, cause to be removed or allow to be removed a student from school grounds or buildings during school hours without the consent (written or verbal) of the student's parent or legal guardian ("parent"), except under the following circumstances:
 - a) The employee is the student's parent or legal guardian.
 - b) The employee is providing bus transportation.
 - c) The employee is supervising an extra-curricular activity and providing transportation for the student.
 - d) The student requires transportation for emergency medical care and the parent cannot be contacted.
2. A student will be released to either the residential parent or the nonresidential parent, unless the residential parent provides the school with a certified copy of a court order restricting and/or prohibiting the student's contact with the nonresidential parent. When in doubt as to who has custodial rights, the school district and staff will rely on enrollment records. Parents or guardians are responsible for furnishing school staff with accurate, up-to-date information regarding custodial rights.
 - 2.1. School staff should always make a reasonable effort to notify the residential parent before releasing the student to a nonresidential parent.
 - 2.2. Prior written authorization from the residential parent is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
 - 2.3. If a visitor seeking release of a student becomes disruptive or abusive, the building principal or designee should be called immediately. The principal or designee will exercise his/her discretion to determine whether law enforcement officer(s) should be called for assistance.
3. School personnel should exercise discretion as to whether the student will be transported by ambulance or private automobile to a licensed healthcare provider or hospital in the case of an emergency when the school is unable to reach the parent or his/her authorized

representative. Staff will refer to Procedure 3418P1-Response to Student Injury or Illness for further guidance.

4. Law enforcement officers, upon proper identification, may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents should be contacted as soon as possible when a student is taken into custody.
5. Any other agency representative must have a written administrative or court order directing the school district to give custody of the student to him/her. Proper identification is required before the student will be released.
6. School program principals are responsible for developing and implementing processes as needed for managing written permission documents and records for the removal or release of students during the school day.

Supporting Documentation

3418P1-Response to Student Injury or Illness

Document History

Action:	Date:
New	November 18, 2015
Revised	
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