

## STUDENTS

### Removal/Release of Students During School Hours

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

- A. 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 parent/legal guardians should be contacted as soon as possible when a student is taken into custody.
- B. Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student shall be released.
- C. A student shall be released to the residential parent/legal guardian. When in doubt as to whom has custodial rights, school enrollment records must be relied upon as the parent/legal guardians (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
- D. The school should always make a reasonable effort to notify the residential parent/legal guardian before releasing the student to a nonresidential parent/legal guardian.
- E. Prior written authorization from the residential parent/legal guardian or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver.
- F. Police should be called if a visitor becomes disruptive or abusive.
- G. State law requires that school personnel not remove, cause to be removed or allow to be removed a student from school grounds during school hours without the consent of the student's parent/legal guardian or guardian, unless the employee is the student's parent/legal guardian or guardian, the employee is providing bus transportation, the employee is supervising an extra-curricular activity and providing transportation for the student, or the student requires transportation for emergency medical care and the parent/legal guardian cannot be contacted. School security personnel may remove a student from school without parent/legal guardian authorization for disciplinary reasons, and anyone officially responding to a 911 emergency call may remove a student without prior parent/legal guardian authorization.

School personnel should exercise discretion as to whether the student shall be transported by ambulance or private automobile to a doctor or hospital in case of an emergency, (i.e. accident or illness when the school is unable to reach the parent/legal guardian or their authorized representative).

**Date: 11/17/88; 12/20/99; 10/28/02; 5/23/05; 11/24/08.**