



Title: **Procedure - Removal-Release of Student During School Hours**

Code: 3124P

Section: WSSDA Model Policies

Section: 3000 - Students

General Rule:

Students shall remain on school grounds from the time of arrival until the close of the school day unless officially excused in accordance with this procedure and applicable law. No student may be removed from school grounds during school hours except as authorized by the student's parent or legal guardian, or as otherwise permitted by law.

Authorized Removal or Release

Schools must exercise a high order of responsibility for the care and supervision of students while they are in school or participating in school-sponsored activities. ~~The removal of a student during the school day may be authorized in accordance with the following procedures:~~

Law eEnforcement oOfficers,

1. A law enforcement officer, upon proper identification, may remove a student from school without a warrant when acting within scope of official duties.
2. provided that t~~The law enforcement officer~~ will signs a written statement indicating that ~~he/she is removing~~ the student is being removed from the school.
3. The student's R~~esidential parents or guardian will be notified should be contacted~~ as soon as reasonably possible when a student is taken into custody;

Other Government or Child-Serving Agencies

1. Any agency other than law enforcement seeking custody of a student other agencies must present have a valid written administrative directive or court order directing the school district to release the student~~give custody to them.~~
- 1.2. Proper identification of the agency representative is required prior to release~~before the student will be released;~~

Release to Parents or Guardians

1. A student will be released to the residential parent or the nonresidential parent, unless the ~~residential parent provides the school~~ school has provided with a certified copy of a court order restricting and/or prohibiting ~~the student's~~ contact with the nonresidential parent.

2. When ~~there is uncertainty regarding~~~~in doubt as to who has~~ custodial rights, the school district will rely on enrollment records.
3. Parents ~~(or and guardians)~~ are responsible for providing~~have the burden of furnishing~~ schools with accurate, complete, up-to-date ~~documentation~~~~information~~ regarding custody and visitation~~custodial~~ rights;
4. ~~The s~~School ~~staff will~~~~should always~~ make a reasonable effort to notify the residential parent before releasing the student to a nonresidential parent;

Release to Other Individuals

1. Prior written authorization from the residential parent or guardian is required ~~before releasing a student to any individual other than a parent or guardian.~~
2. This requirement may be waived in emergency situations when immediate action is necessary to protect the student's health or safety. ~~is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver;~~

Disruptive or Unsafe Situations

~~Law enforcement will~~Police ~~should~~ be ~~contacted~~~~called~~ if a visitor becomes disruptive, threatening, or abusive and presents a safety concern to students or staff.; ~~and~~

Limitations on Removal by School Personnel

State law requires that ~~school personnel~~School employees will not remove, cause to be removed, or allow to be removed a student from school grounds during school hours without parental or guardian~~the~~ consent, except when:~~of~~

- The employee is the student's parent or guardian; ~~unless the employee is the student's parent or guardian,~~
- ~~£~~The employee is providing bus transportation;~~£~~
- ~~£~~The employee is supervising an school-sponsored extra-curricular activity and providing transportation for the student;~~£~~ ~~or~~
- ~~£~~The student requires ~~transportation for~~ emergency medical care and the parent or guardian cannot be reached~~;~~~~contacted.~~
- School security personnel ~~may~~ remove a student ~~from school without~~ parental authorization for disciplinary reasons consistent with district policy and procedure~~;~~ ~~and anyone officially responding~~
- A person acting in an official capacity responds to a 911 emergency call. ~~may remove a student without prior parental authorization.~~

Emergency Medical Situations

When a medical emergency occurs, and the school is unable to reach the parent or authorized representative:

- School personnel ~~will~~~~should~~ exercise reasonable discretion ~~in as to~~ determining whether the student will be transported by ambulance or private vehicle.
- The decision shall be based on the nature and urgency of the medical condition and the safety of the student.

~~automobile to a doctor or hospital in the case of an emergency when the school is unable to reach the parent or their authorized representative.~~

Documentation

Schools shall maintain appropriate documentation of:

- Authorization for student release;
- Identification presented by individuals removing students;
- Law enforcement removal statements;
- Administrative directives or court orders;
- Efforts to notify parents or guardians.

Last Revised: **~~December 01, 2011~~**

Classification: **Critical**

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