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**Visitors to District Schools: Students Leaving with Adults During School Hours**

**Policy Series: 7000 Community**

**Policy No. 7060  
Procedure 3**

**Removal During School Day**

No person shall be allowed to remove a student from school during the school day unless that person reports first to the Principal (or Designee) at the school's administrative offices, and one of the following circumstances is true:

1. The person positively identifies him or herself as the student's custodial parent, including identification of the person, as well as production of documentation sufficient to establish custodial rights to the child, if circumstances warrant it.
2. The person is in possession of and produces a validly issued subpoena or court order instructing the school to deliver the student to the person named in it, and the person can positively identify him or herself as the person named to receive the student in the subpoena.
3. The person is a properly identified law enforcement officer in possession of a validly issued warrant naming the student, and the Principal or their his designee examines the warrant and is satisfied that the student is properly and sufficiently identified. The administrator shall notify the parent of this request from law enforcement unless there are extenuating circumstances that prohibit this notification as per law enforcement requirements or protocols by the Division of Child and Family Services (DCFS).

**Board Approved:** April 21, 2026