

POLICY 5340

Students Leaving with Adult During School Hours

- A. No person shall be allowed to remove a student from school during the school day unless that person reports first to the principal's designee or the principal at the school's administrative offices, and one of the following circumstances is true:
1. **Custodian Parent, Legal Guardian, Emergency Contact**
 - a. 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. **Court Order or Subpoena**
 - a. The person is in possession of and produces a valid 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. **Law Enforcement Officer**
 - a. The person is a properly identified law enforcement officer in possession of a valid warrant naming the student, and the principal or his designee examines the warrant and is satisfied that the student is properly and sufficiently identified.
- B. **Under all circumstances, school personnel must verify the identity of the individual and document the release in accordance with school procedures.**