

**REMOVAL/RELEASE OF STUDENT DURING SCHOOL HOURS**

The board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building, or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours.

Prior to sending a student to his/her home during school hours, the principal shall attempt to reach the student's parent or authorized emergency contact to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent or authorized emergency contact, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with district policy.

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Cross Reference: Board Policy 3418 Emergency Treatment  
4310 Relations with Law Enforcement, Child Protective  
Agencies and County Health Department

Legal Reference: RCW 28A.605.010 Removing child from school grounds during school  
hours--Procedure