

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

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. A school official and/or district employee shall not hinder, impede, or obstruct law enforcement officers or court agents in the execution of their lawful duties or processes. In the event a student is taken into custody by a law enforcement officer or court agent, the school will immediately notify the parent or guardian unless directed not to do so by the law enforcement officer or court agent.
- 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 custodial parent. When in doubt as to who has custodial rights, school enrollment records must be relied upon as the parent(s) or guardian(s) have the burden of furnishing schools with accurate, up-to-date information.
- D. The school should always receive notification or authorization from the custodial parent before releasing the student to a noncustodial parent.
- E. Prior written authorization from the custodial parent 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 or guardian unless the student is lawfully removed from school by law enforcement or court agent as noted above in items A and B, the employee is the student's parent 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 cannot be contacted. Anyone officially responding to a 911 emergency call may remove a student without prior parental 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 or their authorized representative).