Procedure 3124

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.

Law Enforcement Officers

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. The officer will sign a written statement indicating that the student is being removed from the school.
3. The student's residential parent or guardian will be notified 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 must present a valid written administrative directive or court order directing the school district to release the student.

2. Proper identification of the agency representative is required prior to release;

Release to Parents or Guardians

1. A student will be released to the residential parent or the nonresidential parent, unless the school has provided with a certified copy of a court order restricting and/or prohibiting contact with the nonresidential parent.
2. When there is uncertainty regarding custodial rights, the school district will rely on enrollment records.
3. Parents and guardians are responsible for providing schools with accurate, complete, up-to-date documentation regarding custody and visitation rights;
4. School staff will 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.

Disruptive or Unsafe Situations

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

Limitations on Removal by 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 consent, except when:

- The employee is the student's parent or guardian;
- The employee is providing bus transportation;
- The employee is supervising a school-sponsored extracurricular activity and providing transportation for the student;
- The student requires emergency medical care and the parent or guardian cannot be reached;
- School security personnel remove a student for disciplinary reasons consistent with district policy and procedure;
- A person acting in an official capacity responds to a 911 emergency call..

Emergency Medical Situations

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

- School personnel will exercise reasonable discretion in 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.

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.

CommentsIn December 2011, WSSDA staff performed a non-substantive review. This policy falls under that review.

Management Resources

2026 - July Issue

Updates Chart:

Additions Chart: