Title: **Removal-Release of Student During School Hours**
Code: 3124
Section: WSSDA Model Policies
Section: 3000 - Students

The board recognizes its responsibility for the proper care of students during school hours. Students will not be removed from school grounds, any school building or school function during school hours except by a person authorized according to district procedures. The superintendent is authorized and directed to establish procedures governing the removal or release of students during school hours, consistent with state law and the regulations of the Office of Superintendent of Public Instructions.

Students shall remain on school grounds from the time of arrival until the close of the school day unless officially excused in accordance with district policy and procedures.

No student may be removed from school grounds, any school building, or any school-sponsored activity during school hours except by a person authorized by the student's parent or legal guardian, or as otherwise permitted by law and district procedures. An individual seeking to remove the student must present evidence of proper authority satisfactory to the superintendent, principal, or their designee. School staff shall not remove, cause to be removed, or allow a student to be removed from school grounds without such authorization, except as permitted under state law.

A teacher shall not excuse a student from class to meet with any nonemployee unless the request has been approved by the principal or their designee.

Prior to sending a student home due to illness, disciplinary action, or other corrective action, the principal or designee will attempt to contact the student's parent or guardian to inform them of the school's action and request that they come to the school for the student. If the parent or guardian cannot be reached, the student will remain at school until the close of the school day, unless an emergency or other lawful exception applies.

A student may be released to a law enforcement officer or other authorized officials when required or permitted by law and in accordance with the district policy and procedures.

Adopted: **05/17/93**
Classification: **Critical**
Revised: **10.01; 09.21; 11.26**

Legal References:

- RCW 28A.605.010 Removing child from school grounds during school hours
- WAC 392-400-455 – Suspensions and expulsions—Notice to student and parents

Cross References:

- 4310 - District Relationships with Law Enforcement and other Government Agencies
- 4200 - Parent Access and Safe and Orderly Learning Environment
- 3418 - Response to Student Injury or Illness
- 3126 - Child Custody

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