STUDENTS

Removal/Release of Student During School Hours

Any authorize person wishing to remove a student(s) from the school buildings or school grounds must report to the school building office in person, by note, or telephone. When the requesting individual is recognized, to the satisfaction of the principal or designee, as having authority to remove the student(s) the building secretary will initiate a release form.

Release form will show as a minimum:

1. Signature of individual, via note, phone message, or in person.
2. Student's name
3. Time and date
4. Reason for removal

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parents to inform them of the school's action and to request that they come to the school for their child. (If the principal cannot reach the parents, 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 Policy 4411.

Sending students on errands during school hours should be done only on necessary school business and by express permission of the principal.

A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal.

Legal Reference:	RCW 28A.605.010	Removing Child From School Ground During School Hours--Procedure