

# REGULATION

## Las Cruces Public Schools

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**Related Entries:** JIH, JIH-RA, [JLIBA](#), KLG, KLG-RA  
**Responsible Office:** Chief Operations Officer

### Release of Students During the School Day

#### I. PURPOSE

To set forth the guidelines and procedures to be followed with regard to release of students during the school day

#### II. GUIDELINES

The removal of a student during the school day may be authorized in accordance with the following procedures:

- A. Law enforcement officers, with proper identification, may remove a student from school without a warrant, provided the law enforcement officer signs a statement that he/she is removing the student from the school. The parents/guardians should be contacted as soon as possible when a student is taken into custody, except when the student is removed due to allegations of abuse or neglect.
- B. A student shall be released to the custodial parent/guardian. When in doubt as to who has such rights, school records must be relied upon (*see JLIB Custodial Rights of Parents/Guardians*). The parents/guardians have the responsibility to furnish schools with accurate, up-to-date information.
- C. The school must always receive notification or authorization from the custodial parent before releasing the student to a non-custodial parent.
- D. Prior written authorization from the custodial parent/guardian is required before releasing a student into someone else's custody, unless a substantiated emergency justifies a waiver.
- E. Law enforcement should be called if a visitor becomes disruptive or abusive.
- F. School personnel shall 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/guardian, unless the employee is providing bus transportation, the employee is supervising an extra-curricular activity and providing transportation for the student having completed the training required through the LCPS Department of Transportation, or the student requires

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transportation for emergency medical care and the parent/guardian cannot be contacted. School security officers or anyone officially responding to an emergency call may remove a student from school without parental authorization for disciplinary reasons (*see JIH-RA Student Interrogations, Searches and Arrests*).

School personnel should exercise discretion as to whether the student shall be transported by ambulance or private vehicle to a doctor or hospital in case of an emergency (i.e. accident or illness when the school is unable to reach the parent/guardian).

*Procedure History:* New Regulation, Adopted 04.04.06



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*Approved, Chief Operations Officer*

April 4, 2006

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*Date*