

**Kimberly School District**  
**STUDENTS 3440**  
**Removal of Student during School Hours**

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures.

Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Principals are directed to establish procedures for the removal of a student during school hours from their campus.

**Policy History:**

Adopted on: April 8, 2003

Revised on: