

**LEAVING SCHOOL GROUNDS
CLOSED CAMPUS**

Students in grades one through eight will be required to remain on the school campus during lunch periods. Any student, grades one through eight, leaving school during the school day will be required to obtain permission from the building principal. Parents or guardians must make arrangements with the building principal for their child to eat lunch at home. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Dismissal or Early Release

All students are dismissed at 3:05 p.m. Parents whose children typically ride the bus but who need to pick up a student after school need to send a note to the student's teacher on that day. If a student is to go home with someone other than a parent or on a bus other than the regular bus, parents must send a note to the student's teacher on that day. To have a student dismissed other than at the end of the day, a parent or guardian must come into the school office and sign the student out from school. When it is necessary to check out students before regular dismissal time, a parent or guardian must come into the school office to sign out the student and at that time the child will be called to the office by office personnel.

Before permission can be granted for a student to leave at any time other than at noon:

1. The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

**CROSS-REFERENCE: Policy CO-R, Child Nutrition Programs, Regulation
Policy FFGA, Custodial and Noncustodial Parental Rights
Policy GJ, School Visitors
Policy GJA, Classroom Visitation**