

GUIDELINES FOR STUDENTS LEAVING SCHOOL GROUNDS

- I. Each school is responsible for the safety of students during the school day. ***No child shall leave the school grounds at any time, other than the general dismissal at the end of the school day with the exception of senior privileges (see JHCA).***

Request for early dismissal must be in **writing** and signed by a parent or legal guardian. Such request must include the reason for the dismissal and shall be subject to the approval of the building administration.

- II. Students leaving school grounds during the school day (illness, emergency, missed bus, etc.) may do so only after obtaining the approval of the principal, school nurse or principal's designee.

In each case, approval to dismiss and transport will be contingent upon a written notice or validated permission by phone, from parent/guardian or designated emergency contact person.

A request to dismiss a child from school that is made in person by a parent/guardian or parents designee will be honored after the person's identity is confirmed.

- III. All students leaving the building, with permission, will be signed out in the principal's office. If an adult accompanies the student, the name of that adult will also be recorded.