

## LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Valliant Board of Education that the Valliant schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student leaves home for school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for that student. Each student should plan to arrive at school before the 8:00 a.m. bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

### **Before permission can be granted for a student to leave at any time other than at lunch period:**

1. The principal's office must have received a phone call or note from the student's parent/guardian stating the reason the student needs to leave school.
2. The principal or office personnel must talk personally with the parent/guardian.
3. The principal or office personnel will then issue a slip which verifies the student's right to leave campus.
4. The administration may make allowances for a true emergency.

### **Before permission can be granted for a student to leave campus during the lunch period:**

1. The student's parent, guardian or person listed on the contact list must notify the principal's office that the student will be leaving.
2. Only the parent, guardian or person listed on the contact list may pick up the student.
3. The parent, guardian or a person listed on the contact list must sign the student out through the principal's office before the student is allowed to leave.
4. The student must be picked up and returned to the principal's office.
5. The parent, guardian or a person listed on the contact list must sign back in upon returning to campus.
6. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

Any student who fails to abide by these policies will be considered truant and shall be subject to disciplinary action and/or referral to the District Attorney/Truancy Officer.