

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Gracemont Board of Education that the 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 arrives at 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 8:20 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 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 principal will then issue a slip that verifies the student's right to leave campus.
4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

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

1. The student's parent/guardian must notify the principal's office that the student will be leaving.
2. Only the parent/guardian may pick up the student. (If a custodial parent does not wish the child to be released to a noncustodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.)
3. The parent/guardian 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 at the front sidewalk only.
5. The student 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 could be subject to discipline or loss of parking privileges.