

**LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

Secondary students will not be allowed to leave class without proper clearance from the administrative office. A note or telephone call from the parent or guardian must precede a student's request to leave class early. Requests from high school students will be considered only when verified and confirmed by the home high school principal and/or the student's parent or guardian. Those students violating this procedure will be considered truant and dealt with accordingly.

Adult students must clear with their instructor before leaving school during class hours. Leaving without permission can result in disciplinary action.

**CROSS-REFERENCE: Student Handbooks**

**Adopted: January 1994 as policy S-123**

**Revised: November 1995**