

## **LEAVING SCHOOL GROUNDS CLOSED CAMPUS**

It is the policy of the Holdenville Board of Education that Ethel Reed Elementary and Thomas Middle School maintain a closed campus. Holdenville High School will follow the current Student Handbook.

When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for the student. Each student should plan to arrive at school before the first 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. The building principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's guardian, parent, or parents as identified by the student's enrollment slip. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, and as need arises.

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 phone call or a note from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in early enough to be verified)
- 2.** The principal or office personnel must talk personally with the parent/guardian

## **FDF**

- 3.** The student must 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 instructions 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 doors only
- 5.** The student must sign in upon returning to the campus

Any student who fails to abide by these policies will be considered truant and could be subject to disciplinary action.