

CAMPUS LEAVE POLICY

STUDENT LEAVE PROCEDURES

For safety reasons, any student wishing to leave class during school hours must sign out with their instructional supervisor before leaving campus. Students under 18 years of age or dually enrolled are not allowed to leave campus without parental permission and must sign out at the Business Office in the administration building.

Before a minor is authorized to leave campus, prior to the end of scheduled classes, the student must:

- Have proof of parent or guardian approval, or verification from the home school principal, or teacher requesting leave.
- Secure permission from his/her instructor by obtaining the instructor's signature and reason for leaving on an instructor's permission slip.
- Secure permission from the administration to leave campus.