

All school personnel are to be instructed to refuse requests for children to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Children shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

- No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
- No teacher may permit any individual student to leave school before the regular hour of dismissal except by permission of the Principal or his/her designated representatives.
- No student may be permitted to leave school before the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home. Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that Student(s) who is/are ill may also be released through the Nurse's office. Students will be released only when legally authorized by the parent or legal guardian. Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parents.