

Closed Campus Guidelines

The safety and security of students and staff is a primary concern of the Clay County Board of Education. To assist in providing such conditions, the Board directs all schools to operate closed campuses. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose.

Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

- Students may not leave campus during school hours.
- School hours are defined as the time when students are assigned classes including lunch.
- If students need to leave during school hours, they must present a note from their parent/guardian and receive a permit to leave from an administrator. The note must be presented and approved before a student leaves campus.
- The parking lots are off limits during school hours without proper authorization.
- Students are not to enter cars during school hours without authorization.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent has provided written permission to leave school for a specific need, and student has received a permit to leave by an administrator. The note must be presented and approved before you leave campus.
- Students has a school-approved work release privilege.
- Student is participating in an athletic event requiring travel before the end of the school day.
- Student who has checked out through the office for off-campus appointments or due to illness may leave school utilizing a parental note or the student sign-out form .
- The student is in an approved school-sponsored, off campus independent studies, mentorship and/or job shadowing program.
- In emergency situations, a telephone call from a parent/guardian may suffice, with the approval of the principal.

Consequences for Students

All students who leave campus without a proper permit or are in the off limits/restricted areas without proper authorization will be subject to disciplinary action.